



BOARD OF COUNTY COMMISSIONERS
October 14, 2025
OPEN SESSION AGENDA

- 9:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE
 CALL TO ORDER, *President John F. Barr*
 APPROVAL OF MINUTES: *September 9, 2025*
- 9:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 9:20 AM STAFF COMMENTS
- 9:30 AM 1. PUBLIC HEARING – APPLICATION FOR ZONING MAP AMENDMENT RZ-25-006
 Travis Allen, Senior Planner, Planning and Zoning
- 9:45 AM 2. AGENDA ITEM DISCUSSION AND CONSENSUS VOTE: APPLICATION FOR ZONING TEXT AMENDMENT RZ-25-005, ACCESSORY DWELLING UNITS
 Travis Allen, Senior Planner, Planning and Zoning
- 9:55 AM 3. CHARACTER COUNTS! FUNDING REQUEST AND OCTOBER 2025 PROCLAMATION
 Carolyn Brooks, Director, Character Counts!
- 10:00 AM 4. DISABILITY EMPLOYMENT AWARENESS MONTH PROCLAMATION
 Board of County Commissioners to David Barnhart, Chair, Washington County Disabilities Advisory Committee
- 10:05 AM 5. BID AWARD (PUR-1756) – HEATING, VENTING, AIR CONDITIONING AND AUTOMATIC TEMPERATURE CONTROLS MAINTENANCE SERVICES (HVAC/ATC) AT COUNTY FACILITIES
 Carin Bakner, Buyer, Purchasing; Daniel Hixon, Deputy Director-Public Works, Buildings, Grounds and Facilities
6. CONTRACT RENEWAL (PUR-1569) – UNIFORMS FOR WASHINGTON COUNTY SHERIFF'S OFFICERS
 Carin Bakner, Buyer, Purchasing; Sheriff Brian Albert, Washington County Sheriff's Office

- 10:10 AM 7. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0210)
GROUND SUPPORT EQUIPMENT FOR THE HAGERSTOWN REGIONAL
AIRPORT
Carin Bakner, Buyer, Purchasing; Neil Doran, Director, Hagerstown Regional Airport
- 10:15 AM 8. BID AWARD (PUR-1768) TERMINAL REPLACEMENT SEATING FOR THE
HAGERSTOWN REGIONAL AIRPORT
*Brandi Kentner, Director, Purchasing; Neil Doran, Director, Hagerstown Regional
Airport*
9. SOLE SOURCE PROCUREMENT AWARD (PUR-1776) FOR MENTAL
HEALTH CASE MANAGEMENT PROGRAM – ADULTS AND OLDER ADULTS
*Brandi Kentner, Director, Purchasing; Meaghan Willis, Program Director Day
Reporting Center*
10. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0211)
FOUR (4) NEW 2026 FORD F550 TRUCKS
*Brandi Kentner, Director, Purchasing; Zane Rowe, Deputy Director, Highways
Department*
11. SOLE SOURCE PROCUREMENT (PUR-1777) E-PLANSOFTWARE FOR
PLAN REVIEW AND PERMITTING DEPARTMENT
*Brandi Kentner, Director, Purchasing; Joshua O’Neal, Chief Technical Officer,
Information Technology*
12. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0212) –
LEASE FOR ONE (1) 4K WATER TRUCK W/ NEW 2026 FREIGHTLINER M2106
FOR THE DEPARTMENT OF SOLID WASTE
Brandi Kentner, Director, Purchasing; David Mason, Deputy Director, Solid Waste
13. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0213)
TENNIS COURT RESURFACING FOR ELEVEN (11) WASHINGTON COUNTY
LOCATIONS
Brandi Kentner, Director, Purchasing; Andrew Eshleman, Director, Public Works
14. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0214) –
ONE (1) PIERCE ENFORCER PUMPER FOR THE DIVISION OF EMERGENCY
SERVICES
*Brandi Kentner, Director, Purchasing; Eric Jacobs, Assistant Director, Emergency
Services*

- 10:40 AM 15. REVISIONS TO THE CURRENT BYLAWS FOR THE RECREATION & PARKS ADVISORY BOARD
Jaime Dick, Deputy Director, Parks & Recreation; Andrew Eshleman, Director, Public Works
- 10:45 AM 16. JOINT-USE AGREEMENT FOR THE REHABILITATION AND RESURFACING OF PUBLIC TENNIS COURTS IN THE COUNTY
Andrew Eshleman, Director, Public Works; Timothy Alexander, Assistant Parks Supervisor, Parks and Facilities; Aaron Weiss, Assistant County Attorney
- 10:50 AM 17. RECOGNITION OF MANUFACTURING MONTH, OCTOBER 2025
Linda Spence, Financial Programs Administrator, Business and Economic Development
- 10:55 AM 18. ADOPTION OF RESOLUTION TO EXTEND FOREIGN TRADE ZONE #255'S SERVICE AREA
Linda Spence, Financial Programs Administrator, Business and Economic Development; Jonathan Horowitz, Director, Business and Economic Development
- 11:00 AM 19. VIXEN HOLLOW PROGRAM OPEN SPACE STATESIDE EASEMENT
Chris Boggs, Rural Preservation Administrator, Planning and Zoning
- 11:05 AM 20. LETTER OF SUPPORT OF OLIVER HOMES, INC.
Jill Baker, Director, Planning and Zoning; Aaron Weiss, Assistant County Attorney
- 11:15 AM 21. WASHINGTON COUNTY OPIOID RESTITUTION FUND
Maria Kramer, Director, Grant Management
- 11:25 AM 22. BUDGET ADJUSTMENT FOR OFFICE SUPPORT IN TREASURER'S OFFICE
Chip Rose, Director, Human Resources
- 11:30 AM 23. PRETREATMENT COORDINATOR
Chip Rose, Director, Human Resources; Davina Yutzy, Deputy Director, Water Quality
- 11:35 AM 24. TEAM BUILDING BUDGET & WORK BOOT REIMBURSEMENTS IN FY2026
Chip Rose, Director, Human Resources; Kelcee Mace, Chief Financial Officer
- 11:40 AM 25. ADULT PUBLIC GUARDIANSHIP REVIEW BOARD APPOINTMENTS
Dawn Marcus, County Clerk

11:45 AM 26. COUNTY TAX ABATEMENT FOR REAL ESTATE TAX BILLS 2025 – 4919, 4918, 4917, AND 3736 HAGERSTOWN MULTI USE SPORTS AND EVENTS FACILITY (A/K/A MERITUS PARK)
Michelle Gordon, County Administrator

11:50 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; or any other personnel matter that affects one or more specific individuals (1). Personnel matters are confidential, precluding discussion in open session.*

- *Discussion of hiring of open County position*
- *Discussion of appointment to HGR Airport Advisory Commission*
- *Discussion of future opening of County position*

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

- *Legal advice pertaining to proposed County policy*
- *Legal advice pertaining to applicability and duties of County under a State statute*
- *Status update and legal advice from County Attorney on two County-involved legal matters*

To discuss development of fire and rescue services. Board has determined discussion in open session of implementation and development of fire and rescue services would risk public safety.

- *Discussion of placement of transport units within County.*
- *Volunteer Fire and EMS provision of services.*
- *Discussion of volunteer fire and rescue support requests (2).*

2:45 PM RECONVENE IN OPEN SESSION

ADJOURNMENT

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

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;

Derek Harvey, Commissioner: [dharvey@washco-md.net](mailto:dh Harvey@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: PUBLIC HEARING - Application for Zoning Map Amendment RZ-25-006

PRESENTATION DATE: October 14, 2025

PRESENTATION BY: Travis Allen, Senior Planner, Department of Planning and Zoning

RECOMMENDED MOTION: The purpose of this public hearing is to take public comment on the rezoning application. The Commissioners have the option to reach a consensus to either approve or deny the request after the public hearing closes, or deliberate on the issue at a later date.

REPORT-IN-BRIEF: Application is being made to rezone three properties surrounding the AC&T store totaling .891 acres, near the intersection of Virginia Avenue (U.S. 11) and Brookmeade Circle and adjacent to the I-81 interchange (Exit 2), from the current Residential Transition (RT) to the Highway Interchange (HI) classification.

DISCUSSION: The applicant Fast Gas Company seeks a map amendment for three properties located at the location noted above. The factors to be considered in a request for a map amendment are listed in Article 27.3 of the Washington County Zoning Ordinance. Primarily, the applicant must demonstrate that there has been a change in the character of the neighborhood since the time of the last comprehensive zoning plan, or that a mistake was made in the zoning designation placed on the property at that same time. For these two properties, the Comprehensive Rezoning of the Urban Growth Area in 2012 is the point from which “Change or Mistake” should be evaluated. The applicant is claiming a “Mistake” was made in 2012 in their justification statement.

This item was presented to the Washington County Planning Commission at a Public Information Meeting held during their regular meeting on July 7, 2025. The members unanimously recommended for approval of the proposed map amendment at their August 4th meeting.

Three oral public comments at the July meeting were voiced in opposition to the rezoning due to concerns about potential impacts on the adjacent residential areas from expanded commercial operations at the AC&T.

FISCAL IMPACT: N/A

CONCURRENCES: Washington County Planning Commission

ALTERNATIVES: N/A

ATTACHMENTS: Application, staff report, Planning Commission recommendation, approved Planning Commission minutes.

AUDIO/VISUAL NEEDS: none



FOR PLANNING COMMISSION USE ONLY
Rezoning No. BZ-25-0010
Date Filed: 4-8-25

WASHINGTON COUNTY PLANNING COMMISSION ZONING
ORDINANCE MAP AMENDMENT APPLICATION

Fast Gas Company

Applicant

P.O. Box 4217, Hagerstown, MD 21741

Address

Bradley A. Fulton

Primary Contact

Same as above

Address

☒ Property Owner ☐ Contract Purchaser
☐ Attorney ☐ Consultant
☐ Other: _____

(301) 582-2700

Phone Number

bfulton@acandt.com

E-mail Address

Property Location: **Virginia Avenue & Bookmeade Circle**

Tax Map: **56** Grid: **4** Parcel No.: **766; 309; 314** Acreage: **+/- 0.891**

Tax Account ID: **26-013739; 26-018870; 26-006759**

Current Zoning: **RT (Residential, Transition)** Requested Zoning: **HI (Highway Interchange)**

Reason for the Request: ☒ ~~Change in the character of the neighborhood~~
☒ Mistake in original zoning

PLEASE NOTE: A Justification Statement is required for either reason.

Applicant's Signature

Subscribed and sworn before me this **20th** day of **January**, 20 **25**

My commission expires on **Aug. 26, 2028** **Elizabeth A. Loar**

Notary Public

ELIZABETH A. LOAR
Notary Public - State of Maryland
Washington County
My Commission Expires Aug 26, 2028

FOR PLANNING COMMISSION USE ONLY

- ☒ Application Form
- ☒ Fee Worksheet
- ☒ Application Fee
- ☒ Ownership Verification
- ☒ Boundary Plat (Including Metes & Bounds)

- ☒ Names and Addresses of all Adjoining & Confronting Property Owners
- ☒ Vicinity Map
- ☒ Justification Statement
- ☐ 30 copies of complete Application Package



WASHINGTON COUNTY DEPARTMENT OF
PLANNING & ZONING FEE WORKSHEET

FOR PLANNING COMMISSION USE ONLY

Rezoning No. _____

Date Filed: _____

PLEASE COMPLETE ONLY THE
SECTION THAT APPLIES.

Applicant's Name: Fast Gas Company Date: _____

Zoning Ordinance Map Amendment \$ 2,000.00
Number of Acres * 0.891 x \$20.00 [1 acre minimum]
per acre \$ 20

Engineering Review Fee \$ 150.00

Technology Fee \$ 15.00

TOTAL FEES DUE – MAP AMENDMENT \$ 2185.00

*Minimum charge of \$20.00 [if less than one acre]

Text Amendment \$ 2,000.00
Choose One: ☐ Adequate Public Facilities Ordinance
☐ Forest Conservation Ordinance
☐ Solid Waste Plan
☐ Subdivision Ordinance
☐ Zoning Ordinance
☐ Other: _____

Technology Fee \$ 15.00

TOTAL FEES DUE – TEXT AMENDMENT \$ 2,015.00

Water and Sewer Plan Amendment \$ 2,000.00
Technology Fee \$ 15.00

TOTAL FEES DUE – WATER AND SEWER PLAN AMENDMENT \$ 2,015.00

Forest Conservation Exemption \$ 25.00

Technology Fee \$ 15.00

TOTAL FEES DUE – FOREST EXEMPTION \$ 40.00

Please make checks payable to "Washington County Treasurer".

Real Property Data Search ()
Search Result for WASHINGTON COUNTY

[View Map](#)[View GroundRent Redemption](#)[View GroundRent Registration](#)**Special Tax Recapture: None****Account Identifier:** District - 26 Account Number - 013739**Owner Information**

Owner Name: FAST GAS COMPANY **Use:** RESIDENTIAL
Mailing Address: PO BOX 4217 **Principal Residence:** NO
 HAGERSTOWN MD 21742- **Deed Reference:** /04050/ 00123

Location & Structure Information

Premises Address: BROOKMEADE CIR **Legal Description:** 50X272 .312 A
 WILLIAMSPORT 21795-0000 BROOKMEADE CIRCLE
 RR HOFFMAN DRIVE

Map: Grid: Parcel: Neighborhood: Subdivision: Section: Block: Lot: Assessment Year: Plat No:
 0056 0004 0766 26010510.22 0000 2023 Plat Ref:

Town: None

Primary Structure Built Above Grade Living Area Finished Basement Area Property Land Area County Use
 13,576 SF

Stories Basement Type Exterior Quality Full/Half Bath Garage Last Notice of Major Improvements
 /

Value Information

	Base Value	Value	Phase-In Assessments	
		As of	As of	As of
		01/01/2023	07/01/2024	07/01/2025
Land:	15,600	15,600		
Improvements	0	0		
Total:	15,600	15,600	15,600	15,600
Preferential Land:	0	0		

Transfer Information

Seller: BOWMAN JOHN ET AL **Date:** 03/01/2011 **Price:** \$15,000
Type: ARMS LENGTH VACANT **Deed1:** /04050/ 00123 **Deed2:**
Seller: WASH CO RETARDED CITIZENS **Date:** 08/27/1993 **Price:** \$2,100
Type: ARMS LENGTH IMPROVED **Deed1:** /01109/ 00345 **Deed2:**
Seller: INVESTORS UNION DEL CORP **Date:** 12/31/1984 **Price:** \$0
Type: ARMS LENGTH MULTIPLE **Deed1:** /00777/ 00191 **Deed2:**

Exemption Information

Partial Exempt Assessments: Class		07/01/2024	07/01/2025
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00/0.00	0.00/0.00

Special Tax Recapture: None**Homestead Application Information****Homestead Application Status:** No Application**Homeowners' Tax Credit Application Information****Homeowners' Tax Credit Application Status:** No Application **Date:****Exhibit C1**

Real Property Data Search ()
Search Result for WASHINGTON COUNTY

[View Map](#)[View GroundRent Redemption](#)[View GroundRent Registration](#)**Special Tax Recapture: None**

Account Identifier: District - 26 Account Number - 018870

Owner Information

Owner Name: FAST GAS COMPANY Use: RESIDENTIAL
Principal Residence: NO
Mailing Address: PO BOX 4217 Deed Reference: /07311/ 00327
HAGERSTOWN MD 21741-4217

Location & Structure Information

Premises Address: 16512 VIRGINIA AVE Legal Description: LOT 96 PT 95 70X180
WILLIAMSPORT 21795-0000 16512 VIRGINIA AVE
TAMMANY MANOR

Map: Grid: Parcel: Neighborhood: Subdivision: Section: Block: Lot: Assessment Year: Plat No: 263
0056 0004 0309 26010510.22 0000 2023 Plat Ref:

Town: None

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
1950	1,120 SF		12,600 SF	

Stories	Basement Type	Exterior Quality	Ful/Half Bath	Garage	Last Notice of Major Improvements
1	YES	STANDARD UNIT	BRICK/ 3	1 full	1 All/1 Carport

Value Information

	Base Value	Value			Phase-In Assessments	
		As of 01/01/2023	As of 07/01/2024	As of 07/01/2025		
Land:	46,300	46,300				
Improvements	100,300	158,400				
Total:	146,600	204,700	185,333		204,700	
Preferential Land:	0	0				

Transfer Information

Seller: MOORE EDITH J	Date: 08/31/2023	Price: \$120,000
Type: NON-ARMS LENGTH OTHER	Deed1: /07311/ 00327	Deed2:
Seller: MOORE MAXWELL MELTON & EDITH J	Date: 03/19/2010	Price: \$0
Type: NON-ARMS LENGTH OTHER	Deed1: /03840/ 00380	Deed2:
Seller: MILLS NOEL L	Date: 08/25/1993	Price: \$87,000
Type: ARMS LENGTH IMPROVED	Deed1: /01111/ 00185	Deed2:

Exemption Information

Partial Exempt Assessments:	Class	07/01/2024	07/01/2025
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00/0.00	0.00/0.00

Special Tax Recapture: None**Homestead Application Information**

Homestead Application Status: No Application

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application Date:

Exhibit C2

Real Property Data Search ()
Search Result for WASHINGTON COUNTY

[View Map](#)[View GroundRent Redemption](#)[View GroundRent Registration](#)**Special Tax Recapture:** None**Account Identifier:** District - 26 Account Number - 006759**Owner Information**

Owner Name: FAST GAS COMPANY **Use:** RESIDENTIAL
Mailing Address: PO BOX 4217 **Principal Residence:** YES
 HAGERSTOWN MD 21741-4217 **Deed Reference:** /07407/ 00458

Location & Structure Information

Premises Address: 16514 VIRGINIA AVE **Legal Description:** PT LOT 94/95 0.29 ACRES
 WILLIAMSPORT 21795-0000 16514 VIRGINIA AVE
 WILLIAMSPORT PIKE

Map: GrId: Parcel: Neighborhood: Subdivision: Section: Block: Lot: Assessment Year: **Plat No:** 263
 0056 0004 0314 26010510.22 0000 2023 **Plat Ref:**

Town: None

Primary Structure Built Above Grade Living Area Finished Basement Area Property Land Area County Use
 1958 1,788 SF 0.2900 AC

StoriesBasementType ExteriorQualityFull/Half BathGarageLast Notice of Major Improvements
 1 YES STANDARD UNIT BRICK/ 3 1 full
 FRAME

Value Information

	Base Value	Value As of 01/01/2023	Phase-in Assessments As of 07/01/2024 As of 07/01/2025	
Land:	46,300	46,300		
Improvements	135,000	213,000		
Total:	181,300	259,300	233,300	259,300
Preferential Land:	0	0		

Transfer Information

Seller: REEL WILLIAM RICKY & KAY LOUISE	Date: 02/22/2024	Price: \$255,000
Type: ARMS LENGTH IMPROVED	Deed1: /07407/ 00458	Deed2:
Seller: HAMMOND KAY L	Date: 02/16/2000	Price: \$0
Type: NON-ARMS LENGTH OTHER	Deed1: /01553/ 01010	Deed2:
Seller: SMITH JEFFREY A & DEBBIE J	Date: 11/17/1986	Price: \$72,500
Type: ARMS LENGTH IMPROVED	Deed1: /00826/ 00685	Deed2:

Exemption Information

Partial Exempt Assessments: Class	07/01/2024	07/01/2025
County: 000	0.00	
State: 000	0.00	
Municipal: 000	0.00/0.00	0.00/0.00

Special Tax Recapture: None**Homestead Application Information****Homestead Application Status:** No Application**Homeowners' Tax Credit Application Information****Homeowners' Tax Credit Application Status:** No Application **Date:****Exhibit C3**

4050 0123

CLERK OF CIRCUIT COURT
WASHINGTON COUNTY

Lincoln Title and Settlement Services, LLC
12916 Conamar Drive, Suite 202
Hagerstown, MD 21742
File No. LT11-0402EB
Tax ID No. 26-013739

Parcel 766

This Deed, made this 25th day of February, 2011, by and between **John A. Bowman** and **Audrey Bowman**, his wife, and **Susan Mayhugh**, GRANTORS, and **Fast Gas Company**, a Maryland General Partnership, GRANTEE.

— Witnesseth —

That in consideration of the sum of FIFTEEN THOUSAND DOLLARS 00/100 (\$15,000.00), which includes the amount of any outstanding Mortgage or Deed of Trust, if any, the receipt of which is hereby acknowledged, the said Grantors do hereby grant and convey to the said Grantee, in fee simple, all that lot of ground situate in the County of Washington, State of Maryland and described as follows, that is to say:

All the following tract or parcel of land situate approximately 200 feet Northwest of Virginia Avenue and 195 feet Southwest from Hoffman Drive in Election District No. 26, Washington County, Maryland, and being more particularly described in accordance with a survey by Fellows, Reed and Associates, Inc., as follows:

BEGINNING at a 5/8 inch rebar, set in the northern margin of a 20 foot wide alley, opposite the northwest corner of Lot 101 in Tammany Heights (Plat 253). Said rebar also in the eastern right-of-way line of Brookmeade Drive (SRC Plat No. 28645); thence leaving Brookmeade, North 30 degrees 29 minutes 31 seconds East 83.53 feet, to a ¾ inch iron pipe, found; thence North 67 degrees 15 minutes 31 seconds East 238.09 feet to a ½ inch iron pipe, found in a line of David L. Munday Lot, of record in Liber 663, folio 721; thence leaving Munday and running with the lot of Fred S. French of record in Liber 644, folio 331, South 22 degrees 44 minutes 29 seconds East 50.00 feet to a 5/8 inch rebar, set in the aforementioned north margin of an alley; thence with said margin, South 67 degrees 15 minutes 31 seconds West 305.00 feet to the place of beginning; CONTAINING 13,576 square feet, more or less, and being more particularly shown on a plat of survey prepared by Fellows, Reed and Associates, Inc., attached to the Deed dated August 27, 1993 and recorded in Liber 1109, folio 345 and incorporated herein by reference.

BEING the same property conveyed unto John A. Bowman, Audrey Bowman and Susan Mayhugh by Deed from Washington County Association for Retarded Citizens, Inc., dated August 27, 1993 and recorded in the Land Records of the County of Washington, Maryland, in Liber 1109, Folio 345.

Together with the buildings and improvements thereon erected, made or being; and all and every, the rights, alleys, ways, waters, privileges, appurtenances and advantages thereto belonging, or in anywise appertaining.

Exhibit D-1

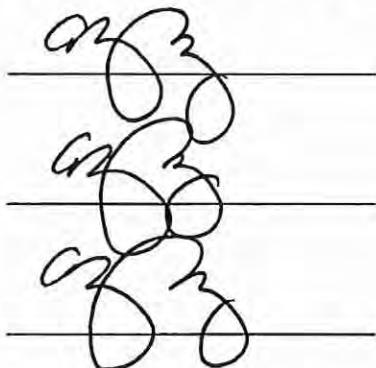
CLERK OF CIRCUIT COURT
WASHINGTON COUNTY

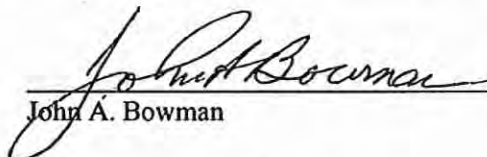
Subject to all of the conditions, restrictions, streets, reservations, easements, covenants and rights-of-way of record.

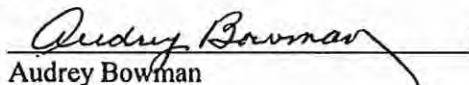
To Have and To Hold the said tract of ground and premises above described and mentioned, and hereby intended to be conveyed, together with the rights, privileges, appurtenances and advantages thereto belonging or appertaining unto and to the proper use and benefit of the said Fast Gas Company, a Maryland General Partnership, in fee simple.

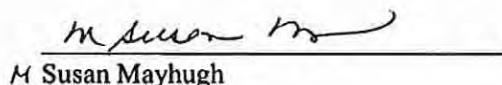
And the Grantors hereby covenant that they have not done or suffered to be done any act, matter or thing whatsoever, to encumber the property hereby conveyed; that they will warrant specially the property hereby granted; and that they will execute such further assurances of the same as may be requisite.

In Witness Whereof, Grantors have caused this Deed to be properly executed and sealed the day and year first above written.



 (SEAL)
John A. Bowman

 (SEAL)
Audrey Bowman

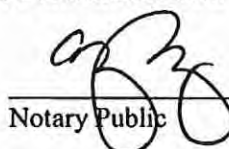
 (SEAL)
M Susan Mayhugh

STATE OF MARYLAND
COUNTY OF WASHINGTON

} ss

I hereby certify that on this 25th day of February, 2011, before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared John A. Bowman and Audrey Bowman, his wife, and Susan Mayhugh, the Grantors herein, known to me (or satisfactorily proven) to be the persons whose names are subscribed to the within instrument, and acknowledged the same for the purposes therein contained, and further acknowledged the foregoing Deed to be their act, and in my presence signed and sealed the same, giving oath under penalties of perjury that the consideration recited herein is correct.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.



Notary Public

My Commission Expires: February 16, 2014

4050 0125

CLERK OF CIRCUIT COURT
WASHINGTON COUNTY

THIS IS TO CERTIFY that the within Deed was prepared by, or under the supervision of the undersigned, an Attorney duly admitted to practice before the Court of Appeals of Maryland.



Jason M. Divelbiss, Attorney

AFTER RECORDING, PLEASE RETURN TO:
Fast Gas Company
P.O. Box 4217
Hagerstown, MD 21741-4217

IMP FD SURE 2	20.00
RECORDING FEE	20.00
RECORDATION T	114.00
TR TAX STATE	75.00
TOTAL	229.00
Reg# H402	Rcpt # 55005
DJW KB	Blk # 19
Mar 01, 2011	11:27 am

TODD L. HERSHEY, TREASURER
TAXES PAID 3-1-11 pw

Taxes Paid \$0.00
Robert M. Breeding, Treasurer
SC 08-31-2023

Parcel 309

Washington Cty	Cir	Crt
IMP FD SURE	\$40.00	
RECORDING FEE	\$20.00	
TR TAX STATE	\$600.00	
CTY TR TAX	\$350.00	
CTY REC TAX	\$912.00	
TOTAL	\$1,922.00	
KRT TR	02:05 pm	
Aug 31, 2023		

Prepared by:
Lincoln Title & Settlement Services
19638 Leitersburg Pike, Suite 202
Hagerstown, MD 21742
File No.: LT23-1885-MD

Tax ID No.: 26-018870
Title Insurer: Security Title Guarantee Corporation of Baltimore

"1 of 1"

This Deed, made this 31st day of August, 2023 by and between **Edith J. Moore and Susan Wolff**, party of the first part, Grantor; and **Fast Gas Company, a Maryland general partnership**, party of the second part, Grantee.

- Witnesseth -

That for and in consideration of the sum of **ONE HUNDRED TWENTY THOUSAND AND NO/100 DOLLARS (\$120,000.00)**, the receipt whereof is hereby acknowledged, and other good and valuable consideration, the said Grantor does grant and convey to the said party of the second part, in fee simple, all that lot of ground situate in the County of Washington, State of Maryland and described as follows, that is to say:

All that lot of ground situate in the County of Washington, State of Maryland and described as Lot numbered Ninety Six (96) and the Western twenty (20') feet of Lot Numbered Ninety Five (95), in a Subdivision known as "Revised Plat of Tammany Heights", as per plat thereof recorded in Plat Book 263, among the Land Records of Washington County, Maryland.

SAVING AND EXCEPTING THEREFROM all that that parcel of land described in the Deed dated December 13, 1963 and recorded among the land records of Washington County, Maryland in Liber 404, folio 424.

BEING the same property conveyed unto Edith J. Moore and Susan Wolff, by Deed from Edith J. Moore, dated March 5, 2010 and recorded among the land records of Washington County, Maryland in Liber 3840, folio 380.

Which has an address of 16512 Virginia Avenue, Williamsport, MD 21795

Together with the buildings and improvements thereon erected, made or being; and all and every, the rights, alleys, ways, waters, privileges, appurtenances and advantages thereto belonging, or in anywise appertaining.

Subject to all of the conditions, restrictions, streets, reservations, easements, covenants and rights-of-way of record, including conditions and restrictions as set forth in the Land Records of Washington County, Maryland.

To Have and To Hold the said tract of ground and premises above described and mentioned, and hereby intended to be conveyed, together with the rights, privileges, appurtenances and advantages thereto belonging or appertaining unto and to the proper use and benefit of the said Fast Gas Company, a Maryland general partnership, party of the second part, in fee simple.

And the said parties of the first part hereby covenant that they have not done or suffered to be done any act, matter or thing whatsoever, to encumber the property hereby conveyed; that they will warrant specially the property hereby granted; and that they will execute such further assurances of the same as may be requisite.

Exhibit D-2

As Witness the hand and seal of said Grantor, the day and year first above written.

WITNESS:

[Signature]
[Signature]

Edith J. Moore
 Edith J. Moore
Susan Wolff
 Susan Wolff

STATE OF MARYLAND

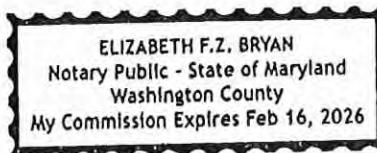
COUNTY OF WASHINGTON

I hereby certify that on this 31st day of August, 2023, before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared Edith J. Moore and Susan Wolff, the Grantor herein, known to me (or satisfactorily proven) to be the person whose names are subscribed to the within instrument, and acknowledged the same for the purposes therein contained, and further acknowledged the foregoing Deed to be their act, and in my presence signed and sealed the same, giving oath under penalties of perjury that the consideration recited herein is correct.

[Signature]
 Notary Public

My Commission Expires: February 16, 2026

(SEAL)



THIS IS TO CERTIFY that the within Deed was prepared by, or under the supervision of the undersigned, an Attorney duly admitted to practice before the Court of Appeals of Maryland.

[Signature]
 Kent N. Oliver, Esquire

AFTER RECORDING, RETURN TO:

Fast Gas Company

P.O. Box 4217

Hagerstown, MD 21741-4217

Taxes Paid \$0.00
Robert M. Breeding, Treasurer
CB 02-22-2024

Prepared by:
Lincoln Title & Settlement Services
19638 Leitersburg Pike, Suite 202
Hagerstown, MD 21742
File No.: LT23-1915-MD

Parcel 314

Washington Cty Cir Crt	
IMP FD SURE	\$40.00
RECORDING FEE	\$20.00
TR TAX STATE	\$1,275.00
CTY TR TAX	\$1,025.00
CTY REC TAX	\$1,938.00
TOTAL	\$4,298.00
KRT RZ	12:00 pm
Feb 22, 2024	

Tax ID No.: 26-006759
Title Insurer: Security Title Guarantee Corporation of Baltimore

"1 of 1"

This Deed, made this 22nd day of February, 2024 by and between **William Ricky Reel and Kay Louise Reel, his wife**, party of the first part, Grantor; and **Fast Gas Company, a Maryland general partnership**, party of the second part, Grantee.

- Witnesseth -

That for and in consideration of the sum of **TWO HUNDRED FIFTY-FIVE THOUSAND AND NO/100 DOLLARS (\$255,000.00)**, the receipt whereof is hereby acknowledged, and other good and valuable consideration, the said Grantor does grant and convey to the said party of the second part, in fee simple, all that lot of ground situate in the County of Washington, State of Maryland and described as follows, that is to say:

All that lot or parcel of land, together with the improvements thereon, and all the rights, alleys, ways, waters, privileges, appurtenances and advantages thereunto belonging or in anywise appertaining, situate in Washington County, Maryland, fronting 70 feet on the North side of the Hagerstown-Williamsport Turnpike and extending back therefrom with uniform width a distance of 180 feet, being the Eastern 30 feet of Lot No. 95 and the Western 40 feet of Lot No. 94 as designated on the plat of lots called "Revised Plat of Tammany Heights", as recorded in the Office of the Clerk of the Circuit Court for Washington County, Maryland, in Plat Record folio 263.

Being same property conveyed unto William R. Reel and Kay L. Reel, his wife, by Deed from Kay L. Reel, f/k/a Kay L. Hammond, dated February 11, 2000 and recorded among the land records of Washington County, Maryland in Liber 1553, folio 1010.

Which has an address of 16514 Virginia Avenue, Williamsport, MD 21795

Together with the buildings and improvements thereon erected, made or being; and all and every, the rights, alleys, ways, waters, privileges, appurtenances and advantages thereto belonging, or in anywise appertaining.

Subject to all of the conditions, restrictions, streets, reservations, easements, covenants and rights-of-way of record, including conditions and restrictions as set forth in the Land Records of Washington County, Maryland.

To Have and To Hold the said tract of ground and premises above described and mentioned, and hereby intended to be conveyed, together with the rights, privileges, appurtenances and advantages thereto belonging or appertaining unto and to the proper use and benefit of the said Fast Gas Company, a Maryland general partnership, party of the second part, in fee simple.

And the said parties of the first part hereby covenant that they have not done or suffered to be done any act, matter or thing whatsoever, to encumber the property hereby conveyed; that they will warrant specially the property hereby granted; and that they will execute such further assurances of the same as may be requisite.

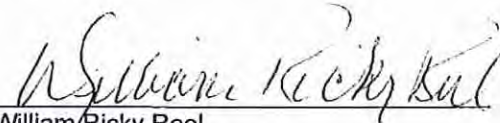
Exhibit D-3

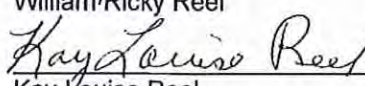
As Witness the hand and seal of said Grantor, the day and year first above written.

WITNESS:



(As to both)



William Ricky Reel


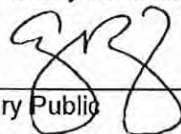
Kay Louise Reel

STATE OF MARYLAND

COUNTY OF WASHINGTON

I, Elizabeth F.Z. Bryan, a Notary Public for the County of Washington and State of Maryland, do hereby certify that William Ricky Reel and Kay Louise Reel, his wife personally appeared before me this day and acknowledged the due execution of the foregoing instrument, and in my presence signed and sealed the same, giving oath under penalties of perjury that the consideration recited herein is correct.

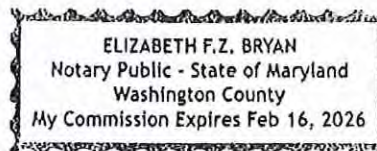
Witness my hand and official seal, this the 22nd of February, 2024.



Notary Public

My Commission Expires: February 16, 2026

(SEAL)



THIS IS TO CERTIFY that the within Deed was prepared by a party to the instrument or by a person authorized to sign on behalf of such party.



Kent N. Oliver, Esquire

AFTER RECORDING, RETURN TO:

Fast Gas Company

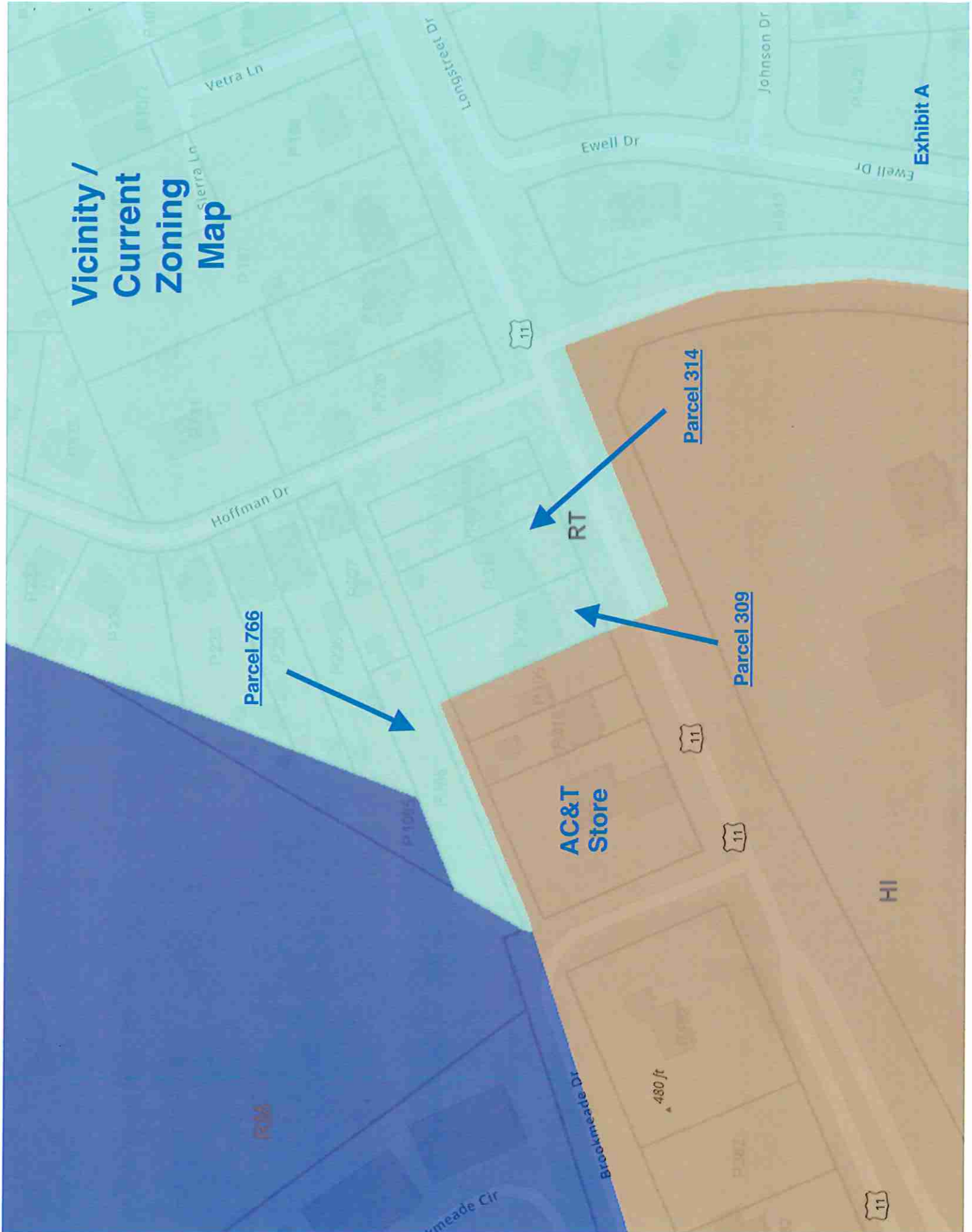
P.O. Box 4217

Hagerstown, MD 21741-4217

ADJOINING & CONFRONTING PROPERTY OWNERS			
NAME	MAILING ADDRESS	PREMISES ADDRESS	TAX MAP/PARCEL
Morningside East LLC	10228 Governor Lane Blvd., Unit 3002, Williamsport, MD 21795	16432 Virginia Avenue, Williamsport, MD 21795	56/192
Vincent Groh	c/o TCA Trust Corp. America, 18702 Crestwood Drive, Hagerstown, MD	Bookemeade Drive, Williamsport, MD 21795	48/253
Mary & Anthony Mayhugh	16606 Tammany Manor Road, Williamsport, MD 21795	Hoffman Drive, Williamsport, MD 21795	56/1065
David Munday, et al.	10712 Hoffman Drive, Williamsport, MD 21795	10712 Hoffman Drive, Williamsport, MD 21795	56/226
Susan E. Miller Revocable Trust	10710 Hoffman Drive, Williamsport, MD 21795	10710 Hoffman Drive, Williamsport, MD 21795	56/227
Jessie Lambert	16516 Virginia Avenue, Williamsport, MD 21795	16516 Virginia Avenue, Williamsport, MD 21795	56/327
Shelby Powell	16518 Virginia Avenue, Williamsport, MD 21795	16518 Virginia Avenue, Williamsport, MD 21795	56/196
Old Folks Home of the Potomac Synod of the Reformed Church in the United States, Inc.	c/o Homewood Retirement Center, 16107 Elliott Parkway, Williamsport, MD 21795	16505 Virginia Avenue, Williamsport, MD 21795	56/77

Vicinity / Current Zoning Map

Exhibit A



ZONING ORDINANCE MAP AMENDMENT

+/- 0. 891 ac. - VIRGINIA AVENUE & BROOKMEADE CIRCLE

+/- 0.312 ac. (Tax Map 56; Parcel 766)

+/- 0.289 ac. (Tax Map 56; Parcel 309)

+/- 0.290 ac. (Tax Map 56; Parcel 314)

Justification Statement

The following Justification Statement is submitted in further support of the application submitted by FAST GAS COMPANY (the “Applicant”) to rezone the above referenced three (3) parcels of real property (collectively, the “Properties”) from RT (Residential, Transition) to HI (Highway, Interchange) on the basis that there was a “mistake” made in assigning the current RT (Residential, Transition) zoning.

As shown on the attached 2005 Zoning Map, the Properties, along with the AC&T Store and the entire frontage of Virginia Avenue west of Hoffman Drive, were all previously zoned HI-2 (Highway Interchange). As stated in the now repealed Article 19B of the Zoning Ordinance, the purpose of the HI-2 zoning district was “to serve as a transitional zone between HI-1 and nearby residential areas by providing for those uses of a restricted business or light industrial nature...” (see attached).

However, when the HI-2 (Highway Interchange) zoning district was repealed in 2012, rather than maintain this consistency, these properties received multiple different zoning classifications. The four (4) parcels closest to the Hoffman Drive / Governor Lane Boulevard intersection were zoned RT (Residential, Transition); the AC&T Store and two (2) parcels closest to the store were zoned HI-1; and the large tract to the north closest to the Interstate was zoned RM (Residential, Multi-family). See attached copy of the current zoning map.

This decision in 2012 to not carry the HI-1 zoning classification through to all the properties along Virginia Avenue between the Interstate and Hoffman Drive was a “mistake” which justifies the within piecemeal rezoning request.

In the leading decision on the concept of “mistake” in zoning, the Maryland Court of Special Appeals explained:

“[T]he presumption of validity accorded to a comprehensive zoning is overcome and error or mistake is established when there is probative evidence to show that the assumptions or premises relied upon by the Council at the time of the comprehensive rezoning were invalid. Error can be established by showing that at the time of the comprehensive zoning the Council failed to take into account then existing facts, or

projects or trends which were reasonably foreseeable of fruition in the future, so that the Council's action was premised initially on a misapprehension.... Error or mistake may also be established by showing that events occurring subsequent to the comprehensive zoning have proven that the Council's initial premises were incorrect.... 'On the question of original mistake, this Court has held that when the assumption upon which a particular use is predicated proves, with the passage of time, to be erroneous, this is sufficient to authorize a rezoning.'" *Boyce v. Sembly*, 25 Md.App. 43, 50-51 (1975) (quoting *Rockville v. Stone*, 271 Md. 655, 662 (1974)). (emphasis added)

In 2012 the following facts and trends existed which were not sufficiently taken into account when deciding not to extend the HI-1 zoning classification to all the properties along Virginia Avenue between I-81 and Hoffman Drive:

- The distinct and material difference in the patterns and character of land-use west of the intersection of Virginia Avenue, Hoffman Drive and Governor Lane Boulevard as compared to east of the intersection. Thus, making the intersection the logical point at which the zoning districts should transition.
 - o As can be seen in the attached series of aerial photographs of the area from 2005 to 2023, the area lying between I-81 and Hoffman Drive has a distinctly commercial and higher intensity pattern and character influenced predominantly by the Interstate, Homewood, the AC&T Store and the multi-family apartment complex. Whereas the area to the east of the intersection has a distinctly residential and lower intensity pattern and character influenced predominantly by the Tammany and Van Lear communities.
- Related to the first item above, the segment of Virginia Avenue on which the Properties front and which provides the Properties the only means of ingress and egress is classified as a Principal Arterial roadway by the Maryland State Highway Administration and sees approximately 11,000 - 12,000 trips per day. This level of traffic, combined with the physical proximity of approx. 1,000 feet from the I-81 ramps, clearly indicates an incompatibility with residential zoning and land-use.

The Board of County Commissioners' failure to take the foregoing facts sufficiently into consideration in 2012 led to the misapprehension that the Properties should be zoned RT (Residential Transition) and thus forms the basis of the within request to rezone the property to HI (Highway Interchange) consistent with the AC&T Store and other adjacent properties to the west.

Perhaps in recognition of these factors, the current draft of the 20240 Comprehensive Plan does currently recommend a change in the land-use classification to "Commercial" for two (2) of the three Properties which are the subject of this rezoning request. See attached portion of the 2040 Comp. Plan Land-Use Map. However, as has been demonstrated above, at a minimum the third of the subject Properties should also be classified for "Commercial" use and the more logical place to transition to the "Medium Density Residential" classification would be the intersection of Virginia Avenue with Hoffman Drive and Governor Lane Boulevard.

2005 Zoning Map

(1 of 2)



2005 Zoning:HI-2

Highway Interchange District, 2

[Zoom to](#)



ARTICLE 19B "HI-2" HIGHWAY INTERCHANGE DISTRICT¹⁰⁸

Section 19B.1 Purpose

The HI-2 District is intended to serve as a transitional zone between HI-1 and nearby residential areas by providing for those uses of a restricted business or light industrial nature, less intense than those allowed in the HI-1 District. It is intended to be compatible with both the HI-1 District and other nearby zoning districts. The uses permitted shall be the same as those in the BT, RM, PUD, IT, RR, RS, or RU Districts.

Section 19B.2 Principal Permitted Uses

- (a) All Principal Permitted uses in the BT, RM, PUD, IT, RR, RS, and RU districts.
- (b) Cemeteries, mausoleums, and memorial gardens.

Section 19B.3 Special Exception Uses (Requiring Board of Appeals Authorization after Public Hearing)

- (a) All Special Exception uses allowed in the BT, RM, IT, and RU districts.

Section 19B.4 Accessory Uses

Uses and structures customarily accessory and incidental, to any principal permitted or special exception use.

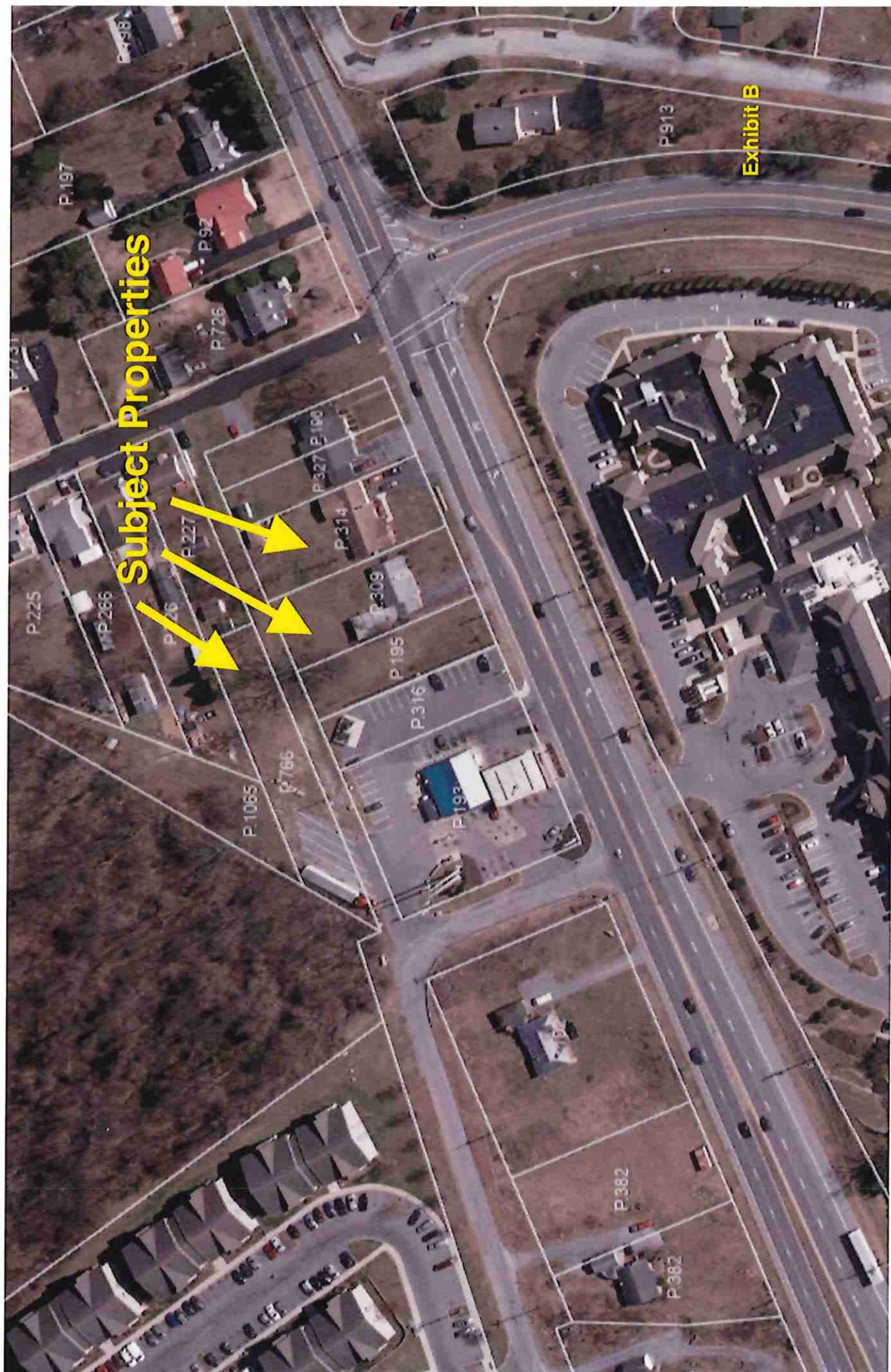
Section 19B.5 Site Plan Review¹⁰⁹

All development in the HI-2 District requires site plan review and approval and an approved Forest Stand Delineation and Forest Conservation Plan in accordance with Section 4.11. The Commission shall apply the following general standards in the HI-2 District:

- (a) Interchange access: First priority shall be given to insuring safe and uncongested access to the interstate highways from all connecting roads. Future as well as present traffic volumes shall be considered by the Commission. In the site plan review, the Planning Commission shall consider the location and spacing of ingress and egress and shall not permit them where they would interfere with traffic movement onto the approach ramps. Frontage roads may be required when deemed appropriate by the Commission.
- (b) Architectural and landscape design: The Planning Commission shall give special attention to the visual appearance of the interchange area as seen by

¹⁰⁸ Revision 6, Section 19B added 4/26/88 (RZ-383)

¹⁰⁹ Revision 7, Section 19B.5 amended 11/16/93 (RZ-93-10)



Subject Properties

Exhibit B

P.197

P.92

P.726

P.225

P.266

P.227

P.26

P.1065

P.766

P.327

P.100

P.314

P.309

P.195

P.316

P.193

P.382

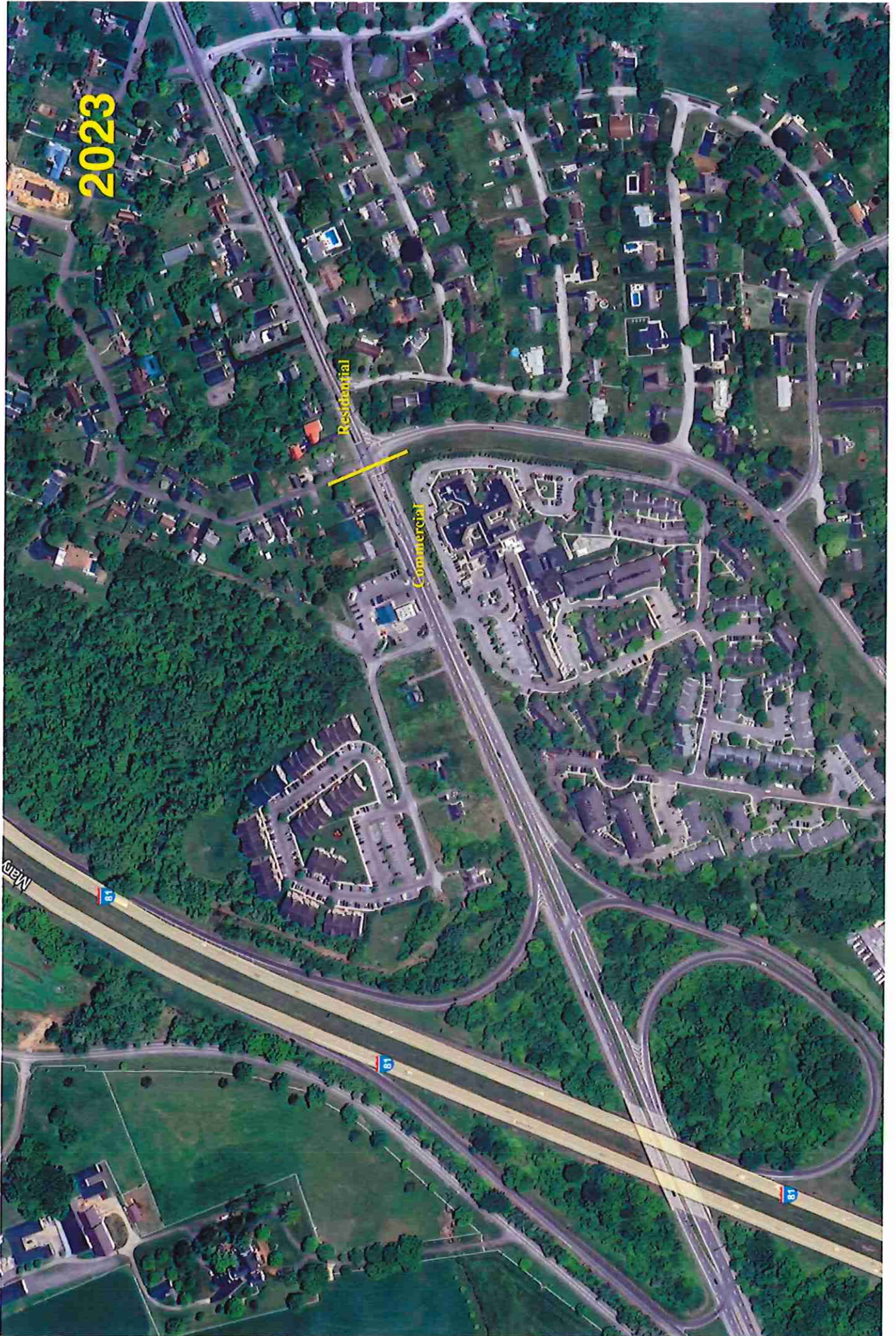
P.382

2023

Residential

Commercial

Main





2013

Residential

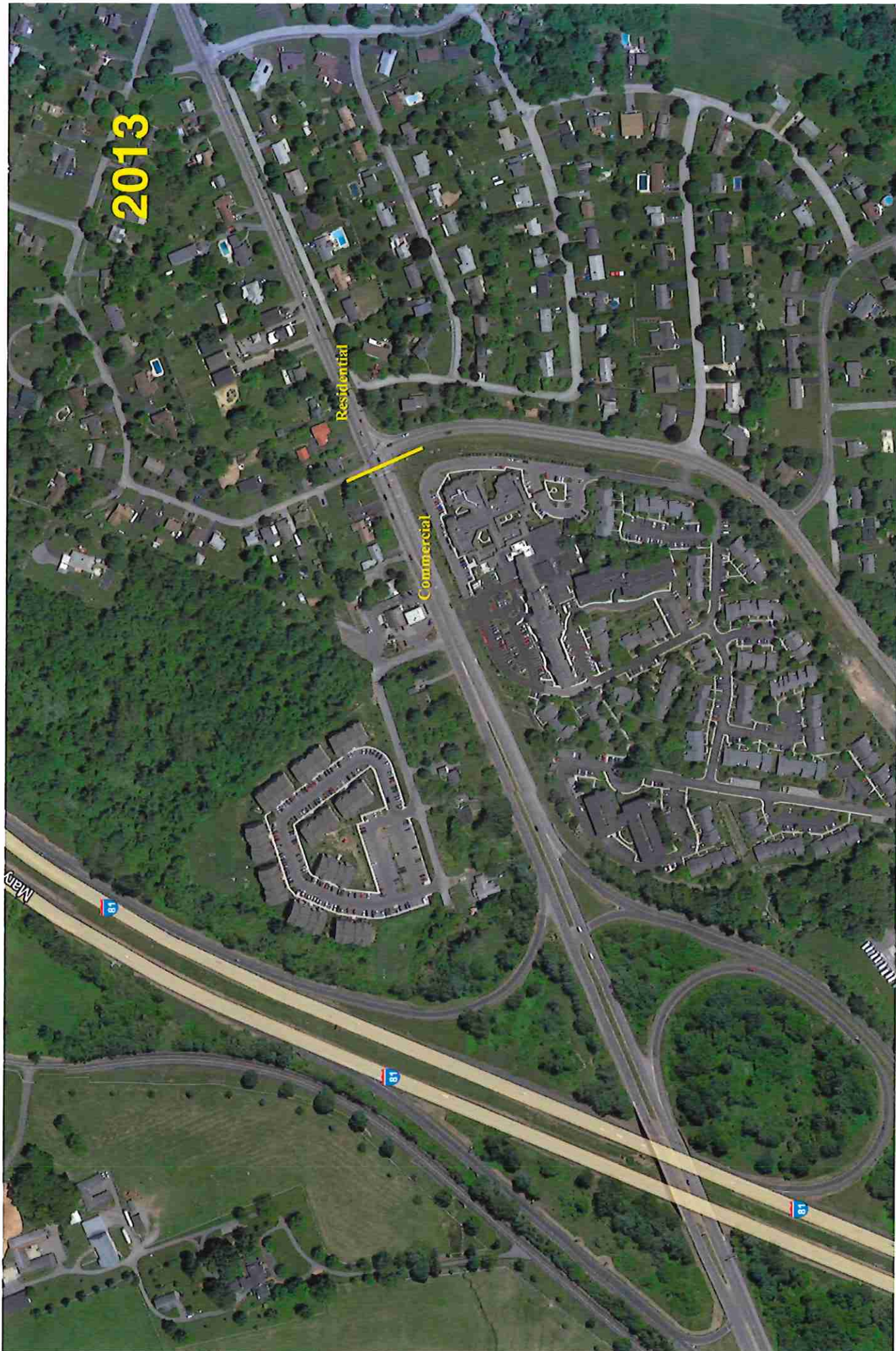
Commercial

Man

81

81

81



2005

Residential

Commercial

May



2040 Comp. Plan Land-Use Map

Parcel 766

HOFFMAN DR

*Medium Density
Residential*



VIRGINIA AVE

Parcel 314

Parcel 309

Commercial

EWELL DR

JOHN

BUFOR

GOVERNOR-LANE BLVD

mercial

Application for Map Amendment Staff Report and Analysis

Property Owner(s)	:	Fast Gas Company
Applicant(s)	:	Fast Gas Company
Location	:	Virginia Avenue and Brookmeade Circle
Election District	:	#26 – Halfway
Comprehensive Plan		
Designation	:	Low Density Residential
Zoning Map	:	56
Parcel(s)	:	P. 309, 314, 766
Acreage	:	.90 acres
Existing Zoning	:	RT – Residential, Transition
Requested Zoning	:	HI – Highway Interchange
Date of Meeting	:	July 7, 2025

I. Background and Findings Analysis:

1. Site Description



The proposed rezoning site is on three parcels located at or near the intersection of Virginia Avenue (U.S. 11) and Brookmeade Circle, approximately ¼ mile north the Interstate 81/U.S. 11 interchange (Exit 2). The total acreage of the three parcels subject to this rezoning case is .891 acres. All properties are located

within the Urban Growth Area (UGA) that surrounds the City of Hagerstown and the Towns of Williamsport and Funkstown.

Parcels 309 and 314 (16512 and 16514 Virginia Avenue) are improved by single story brick homes. Parcel 766 (Brookmeade Circle) is currently improved by five truck parking spaces at its western end, with the remainder of the property being undeveloped. All properties are owned by the same entity which owns the adjacent AC&T gas station and convenience store at 16504 Virginia Avenue.

No sensitive environmental resources have been identified on any of these properties.

2. Population Analysis

To evaluate the change in population, information was compiled from the US Census Bureau over a thirty-year time frame. A thirty-year horizon was chosen to show long term population trends both in the election district of the proposed rezoning, and the County as a whole.

The properties subject to this rezoning are located within the Halfway Election District (#26). As shown in the table below, the population in this district has grown more slowly than the County has over the thirty-year time frame between 1990 and 2020. District 26 has grown 22.1% over the thirty-year period (.74%) per year while the County as a whole has increased in population by 27.4% (.91% per year) during the same period. The Halfway Election District experienced its greatest population increase during the thirty-year period surveyed between 2000 and 2010 (9.3% over those ten years).

Table 1: Halfway Election District Population Trends

Population Trends 1990 - 2020			
Year	Area	Population	% change from previous decade
1990	District	9,418	
	County	121,393	
2000	District	9,854	4.6%
	County	131,932	8.7%
2010	District	10,774	9.3%
	County	147,430	11.7%
2020	District	11,501	6.7%
	County	154,705	4.9%

Source: US Census Bureau

3. Availability of Public Facilities

A. Water and Sewerage

The adopted Water and Sewerage Plan for the County establishes the policies and recommendations for public water and sewer infrastructure to help guide development in a manner that helps promote healthy and adequate service to citizens. By its own decree, the purpose of the Washington County Water and Sewerage Plan is “...to provide for the continued health and well-being of Washington Countians and our downstream neighbors...”¹ This is achieved through implementing recommendations within the County Comprehensive Plan and the Water and Sewerage Plan to provide for services in a timely and efficient manner and by establishing an inventory of existing and programmed services.

Water:

W1-Existing Service (City of Hagerstown)

The parcels are served by existing (W-1) public water facilities as they are located within the Urban Growth Area. Water service in this area is provided by the City of Hagerstown, which also owns the distribution system. All surrounding properties in the vicinity are also served by the City and designated W-1. The City of Hagerstown Water Division offered no comment on the proposed development when sent the application for review.

Wastewater:

W1-Existing Service (County)

The subject parcels are served by existing (W-1) public sewerage facilities within the Urban Growth Area. The County owns the collection system and handles the effluent treatment at the Conococheague Wastewater Treatment Plant. Nearly all adjacent properties are also designated W-1 and served by the same treatment facility.

The Department of Water Quality, the wastewater provider for this area, had no comments when routed this application.

B. Emergency Services

Fire and Emergency Services:

Volunteer Fire Company of Halfway (1114 Lincoln Avenue) – 2 miles away

¹ Washington County, Maryland Water and Sewerage Plan 2009 Update, Page I-2

The subject parcel is located within the service area of the Volunteer Fire Company of Halfway. This same entity also provides the nearest emergency rescue services. Their station is located approximately 2 miles away from the properties in question.

A copy of this application was sent to the Washington County Division of Emergency Services. No comments were received.

C. Schools

The requested zoning classification, Highway Interchange (HI), does not permit residential development. Therefore, there would be **no school capacity mitigation requirements** for pupil generation under the County's Adequate Public Facilities Ordinance.

4. Present and Future Transportation Patterns

Road Access

The subject properties are located on Virginia Ave/U.S. 11. The stretch of U.S. 11 that borders the property is functionally classified as Other Principal Arterial in the Transportation Element of the County's 2002 Comprehensive Plan, in terms of mobility and access characteristics. Other Principal Arterial roads are designed to carry greater than 20,000 vehicles in Average Daily Traffic. The County's classification system is based upon the Federal Highway Functional Classification System, but modified to reflect local road conditions.

Some of the subject properties also have road frontage on Brookmeade Circle. Brookmeade Circle is designated as a Local Road. Local Roads are designed to carry less than 2,000 Average Daily Traffic in urban areas.

Traffic Volume

In addition to evaluating access points of subject properties for rezoning purposes, it is also important to evaluate traffic generation from proposed development in the context of existing traffic volumes. This is commonly accomplished through the analysis of prior traffic counts and any existing traffic impact studies. As the proposed rezoning sites are located on County and State roads, traffic counts in the vicinity are shown for locations in the vicinity on both Brookmeade Circle and Virginia Avenue.

The County's Division of Engineering & Construction Management collected single day traffic counts at five locations in the vicinity of the site in 2016. These locations are found at various points along Virginia Avenue within ½ mile or less from the site. Since these were first time collections at these locations, trends cannot be discerned. These counts do however give us an idea of traffic volume occurring in the "neighborhood."

As shown in the table below, the highest traffic volume was recorded at the intersection of Governor Lane Boulevard and U.S. 11, roughly 150' east of the site at 6,599 vehicles. The closest traffic count was at Brookmeade Drive just north of U.S. 11, which abuts the AC&T property. 1,293 vehicles were counted during the one-day traffic survey at that location.

Table 2: 2016 County Traffic Volumes

Brookmeade Drive North of U.S. 11	1,293
Hoffman Drive North of U.S. 11	301
Governor Lane Blvd South of U.S. 11	6,599
Van Lear Drive South of U.S. 11	417
Donelson Drive South of U.S. 11	765

Source: Washington County Division of Engineering and Construction Management Traffic Count Inventory Map

The nearest consistent traffic counter in the immediate vicinity of the subject properties on Virginia Avenue is roughly 1.5 miles away near the intersection of Massey Boulevard. A thirty-year traffic survey at this location offers a glimpse at long-term traffic patterns along the state route in proximity to the rezoning site.

Table 3: Traffic Volumes 1990-2020

Year	U.S. 11 near Massey Blvd
2020	10,211
2015	11,392
2010	12,350
2005	12,650
2000	14,250
1995	10,225
1990	14,575

Source: Maryland State Highway Administration

From an overall perspective, Table 3 shows that traffic has generally decreased at this location between 1990 and 2020. Traffic counts were highest in 1990 and 2000 at over 14,000 AADT. Even accounting for COVID-19 impacts on the 2020 traffic patterns, when the count was at its lowest number during the thirty-year period surveyed, traffic has not recently reached historic levels. The 2023 count, for example, was 11,191 AADT.

Future Road Improvements

According to a review of short- and long-term transportation planning documents, a few notable major roadway projects affecting capacity or traffic flow realignment are currently slated to occur in the immediate vicinity of the subject parcel on County, State or Federal roads.

The widening of U.S. 11 between Wilson Boulevard in Hagerstown and Hoffman Boulevard just east of the site is identified in both the Hagerstown Eastern Panhandle Metropolitan Planning Organization's Long Range Transportation Plan (LRTP) and the Highways Plan of Washington County's Comprehensive Plan in the Transportation Chapter. The road is to be widened to four lanes, but not before the 2036-2050 time frame, according to the LRTP.

The Maryland Department of Transportation's Consolidated Transportation Plan also notes three bridge replacements on I-70 in the vicinity of the site: 1) over I-81, 2) over U.S. 11 3) over the Norfolk Southern rail line. Some of this work is already ongoing. There is not an exit from I-70 directly onto U.S. 11, so at most the latter road would get secondary traffic diversion at times of heavy traffic or accidents on other connecting routes.

Both the Washington County Engineering Plan Review and State Highway Administration had no comment after receiving a copy of the rezoning application.

Public Transportation

This area is served by Route 441 of the County Commuter. Route 441 travels between the Washington County Transit Center in Hagerstown and the town of Williamsport. The route operates six days per week, between Monday and Saturday.

5. Compatibility with Existing and Proposed Development in the Area:

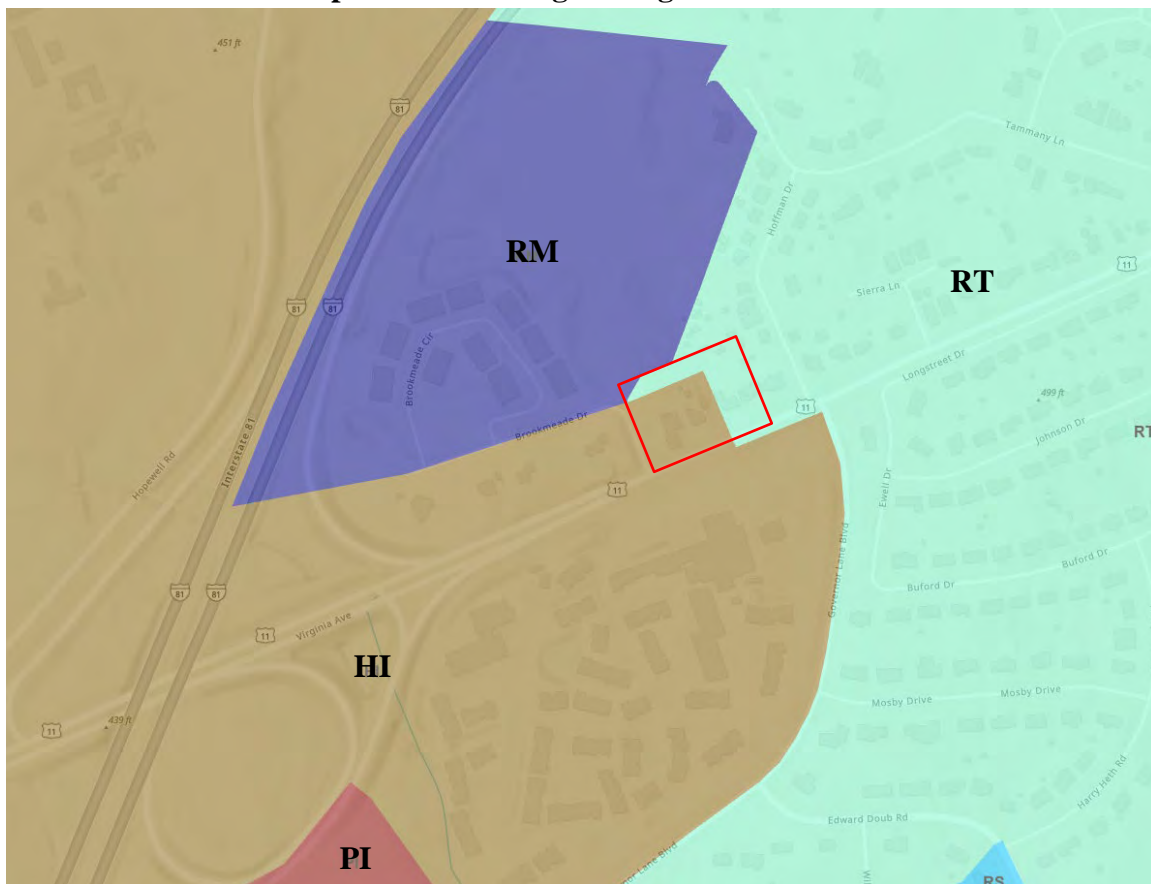
A. Zoning

The subject parcels are currently zoned Residential Transition (RT) and are requesting to change to Highway Interchange (HI). The purpose of the HI zoning district is:

*“...to provide suitable locations for commercial activities or light industrial land uses that serve highway travelers, provide goods and services to a regional population, or uses that have a need to be located near the interstate highway system to facilitate access by a large number of employees, or the receipt or shipment of goods by highway vehicles. In addition to providing accessible locations, the Highway Interchange District is intended to protect the safe and efficient operation of the interchange and to promote its visual attractiveness....”.*²

The HI Zoning District does not define its own standalone permitted uses. Instead, it pulls allows all principal permitted uses allowed in the BL, BG, PB, and ORT Districts as well as those in the IR District except heliports and Commercial Communications Towers. Truck stops are among other land uses allowed by special exception in an HI District.

Map 1: Surrounding Zoning Classifications



² Washington County Zoning Ordinance, Article 19

Virginia Avenue (U.S. 11) and I-81 are responsible for the separation of land uses according to zoning in this area, as shown on Map 1 above. Located immediately adjacent to I-81 Exit 2, the subject properties (roughly identified by the rectangular extent indicator, but also including the existing AC&T not part of this rezoning) lie at the intersection of three different zoning boundaries. The three subject properties, all zoned RT, are part of the large block of residential land uniformly given this zoning to the east. HI predominates to the west on lands immediately surrounding the interchange. A standalone RM district abuts one of the three subject properties to the north. South of U.S. 11 and the interchange, one can see the beginnings of the PI zoning along Governor Lane Boulevard and the RS (Residential Suburban) zoning beyond the Norfolk Southern Rail line.

B. Land Use

Image 1: Vicinity Land Use



Source: Google Maps

The proximity of the major transportation routes noted above influences the mixed nature of land use in this part of the Urban Growth Area. The stretch of Virginia Avenue that runs in front of the subject properties is still substantially residential, both on the roadway itself and on connecting local roads that run through the Van Lear and Tammany subdivisions. The Brookmeade Apartments are located immediately north. Homewood, a full-service retirement community that includes onsite health care services in addition to housing, is directly south.

There are, however, a number of commercial businesses on U.S. 11 also, headlined by the AC&T that is the focus of this rezoning. In addition to that business, Washington County Teachers Credit Union and Scoop-A-Liscious are located $\frac{1}{2}$ and $\frac{3}{4}$ of a mile east.

Beyond Homewood to the south, Governor Lane Boulevard is home to many industrial businesses. The lands northwest of the I-81 interchange, zoned HI, are in a transitional state as there is still currently much open land that will soon be developed in a light industrial nature along the lower part of Hopewell and Wright Roads with a pending warehouse development.

The Town limits of Williamsport lie just west of the interchange. Commercial businesses such as McDonald's, Waffle House and 4 Star Athletic Complex soon give way to residential or institutional uses (the school complex) in that direction.

C. Historic Sites

Another important component of compatibility is the location of historic structures on and around the parcels being proposed for rezoning. According to the Washington County Historic Sites Survey there are 2 existing historic sites located within an approximately $\frac{1}{2}$ mile radius of the proposed rezoning areas.

Below is a listing of existing historic resources within a $\frac{1}{2}$ mile radius of the subject parcels:

- WA-I-023: "Mt. Tammany" - Late-18th 2-story brick dwelling associated with a prominent early resident of Washington County.
- WA-I-022: "Milestone Farm" – Mid-19th farm complex encompassing 2-story brick house and several outbuildings.

6. Relationship of the Proposed Change to the Adopted Plan for the County:

The purpose of a Comprehensive Plan is to evaluate the needs of the community and balance the different types of growth to create a harmony between different land uses. In general, this is accomplished through evaluation of existing conditions, projections of future conditions, and creation of a generalized land use plan that promotes compatibility while maintaining the health, safety, and welfare of the general public.

Both properties are located in the **Low Density Residential** sub-policy area. The Comprehensive Plan offers the following definition for this policy area:

"This policy area designation would be primarily associated with single-family and to a lesser degree two-family or duplex development. It is the

largest policy area proposed for the Urban Growth Area and becomes the main transitional classification from the urban to rural areas.”³

In the draft Land Use Plan of the County’s ongoing Comprehensive Plan update, the subject properties are proposed to be changed to a Commercial Land Use Policy Area. This proposal reflects the recent change in ownership of some of the properties (acquired by the applicant in 2023), a request by the property owner, and consideration of the changing nature of this part of Virginia Avenue.

7. “Change or Mistake” Rule

When rezoning’s are not part of a comprehensive rezoning by the governing body, individual map amendments (also known as piecemeal rezoning’s) are under an obligation to meet the test of the “Change or Mistake” Rule. The “Change or Mistake” Rule requires proof by the applicant that there has been either: a substantial change in the character in of the neighborhood since the last comprehensive zoning plan (2012), or a mistake in designating the existing zoning classification.

As part of the evaluation to determine whether the applicant has proven whether there has been either a change or mistake in the zoning of a parcel, the Maryland Annotated Code Land Use Article and the Washington County Zoning Ordinance state that the local legislative body is required to make findings of fact on at least six different criteria in order to ensure that a consistent evaluation of each case is provided. Those criteria include:

1) population change; 2) the availability of public facilities; 3) present and future transportation patterns; 4) compatibility with existing and proposed development for the area; 5) the recommendation of the planning commission; and 6) the relationship of the proposed amendment to the local jurisdiction’s Comprehensive Plan.

Even when change or mistake has been sufficiently sustained, it merely allows the local governing body the authority to change the zoning; it **does not require** the change. When conditions are right for a change the new zone must be shown to be appropriate and logical for the location and consistent with the County’s Comprehensive Plan.

II. Staff Analysis:

The analysis of a rezoning request begins with a strong presumption that the current zoning is correct. It is assumed that the governing body performed sufficient analysis, exercised care, and gave adequate consideration to all known concerns when zoning was

³ 2002 Washington County, Maryland Comprehensive Plan, Page 243

applied to a parcel of land. However, there are instances by which a case can be established to show that the governing body either erred in establishment of the proper zoning of a property or that the neighborhood surrounding the property has changed enough since the governing body's last assessment to require a new evaluation of the established zoning designation.

The applicant of this case has indicated in their justification statement that they believe that a **mistake** was made by the local legislative body to rezone the property in 2012. As noted in the prior section describing the "Change or Mistake" Rule, the Washington County's Zoning Ordinance requires data to be presented to the local legislative body on factors such as population change, present and future traffic patterns, the availability of public facilities, the relationship of the proposed change to the Comprehensive Plan and its compatibility with existing and proposed development in order to determine how the area subject to rezoning has evolved since the comprehensive rezoning.

1. Evidence for Mistake in the Current Zoning

In order to demonstrate that a mistake was made by the regulatory body in applying the existing zoning classification to the parcel, the applicant must establish that an error occurred as a result of factors such as:

1. A failure to take into account projects or trends probable of fruition;
2. Decisions based on erroneous information;
3. Facts that later prove to be incorrect;
4. Events that have occurred since the current zoning; or
5. Ignoring facts in evidence at the time of zoning application.

The last Comprehensive Rezoning in Washington County was completed in 2012, affecting the Urban Growth Area (UGA) that surrounds the City of Hagerstown and the towns of Williamsport and Funkstown. The Rezoning affected approximately 17,000 parcels and 38,000 acres of land.⁴ Information such as population projections, growth trends, transportation and infrastructure data, and the recommendations of the Comprehensive Plan were considered as a part of this effort. The input of property owners, local officials, County staff and the general public was also solicited and considered in the assignment of each parcel affected by the Comprehensive Rezoning. Landowners were also given the opportunity to appeal the rezoning of their property at that time if they felt aggrieved by the Board's decision.

⁴ Washington County Ordinance No. ORD-2012-08

The applicant contends that the Board of County Commissioner's (BOCC) erred in their decision during the 2012 UGA Comprehensive Rezoning to rezone the lots in question to RM. The applicant claims that factors such as the following were not fully considered by the Board in their 2012 decision:

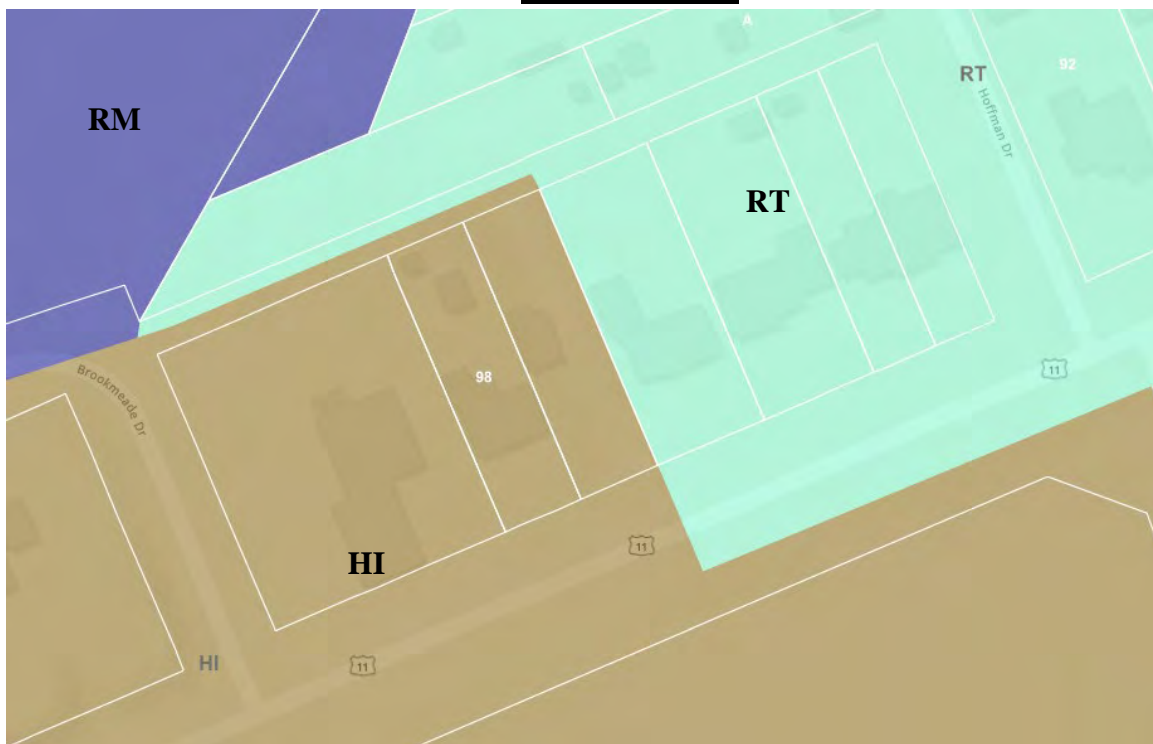
- The inconsistent application of the HI-1 zoning classification to properties located on Virginia Avenue between I-81 Exit 2 and Hoffman Drive with the repeal of the HI-2 zoning classification in 2012.

Elaborating on the above assertion, the applicant contends that Hoffman Drive forms a logical dividing line in land use intensity for properties in this area that should've guided the zoning decisions made in 2012. West of Hoffman Drive, the applicant contends that there is a higher land use intensity, more commercial in nature, influenced by anchor developments such as the AC&T, Homewood and the Brookmeade Apartments. To the east of Hoffman Drive, they assert pattern is more clearly for lower intensity residential land uses, such as the Van Lear and Tammany subdivisions.

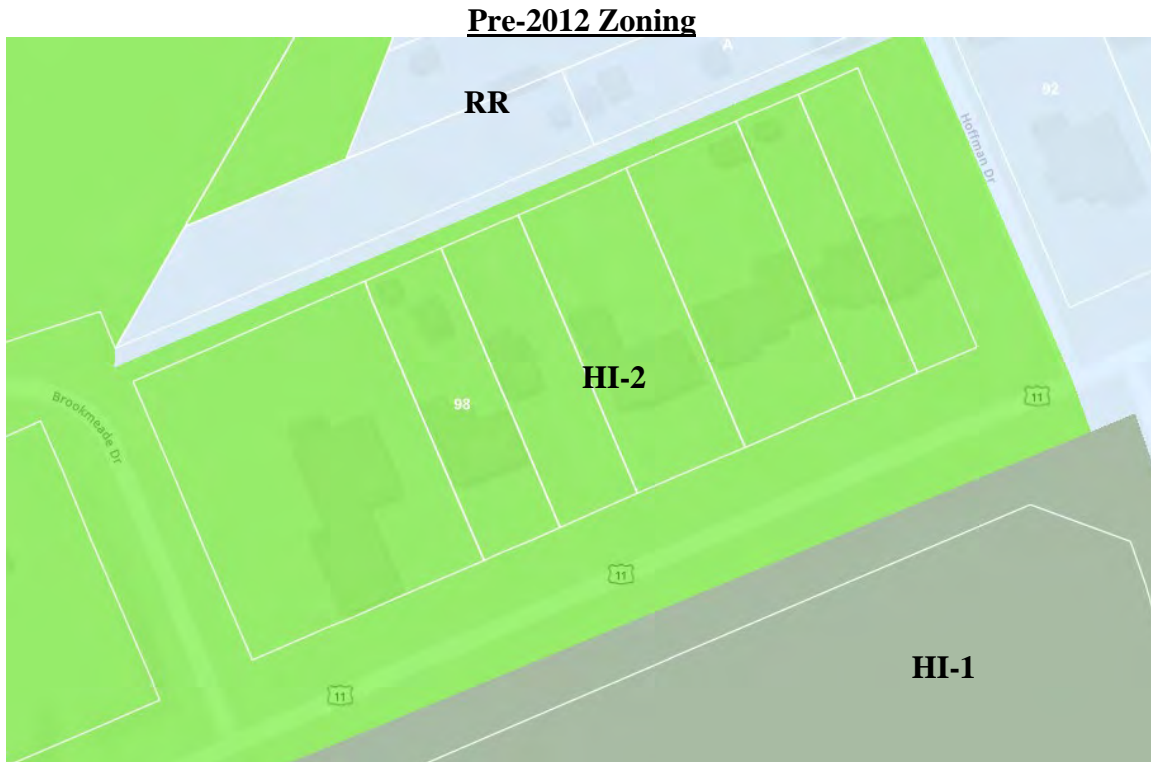
i. Recent Zoning History

- These properties were rezoned to the present **RT** designation in conjunction with the Comprehensive Rezoning of the Urban Growth Area in 2012 (RZ-10-005).

Current Zoning



- Prior to 2012, they were zoned Highway Interchange District **HI-2**.



The HI-2 zoning district was intended to serve as a transitional zone between HI-1 zones and nearby residential areas. Typically, HI-1 areas were designated on lands closest to interstate highway interchanges, with HI-2 zones then buffering adjacent lands in the vicinity of the interchanges. HI-1 allowed commercial and industrial uses. Permitted uses were pulled from the BL, BG, PB, and IR Districts.

HI-2 allowed low intensity business and industrial uses as well, but also residential development at varying densities. Permitted uses were pulled from the BT, RM, PUD, IT, RR, RS and RU Districts. The HI-2 zoning district was eliminated during the 2012 UGA Rezoning, while the HI-1 zoning district was later eliminated with the rezoning of the County's Town Growth Areas, beginning in 2013.

This left only the current standalone HI zoning district which now had a solely commercial/industrial focus which no longer permitted residential development of any kind. Residential properties that were formerly permitted within HI-2 zoning districts were reassigned to other existing residential zoning classifications such as the RT zoning which is currently applied to the subject properties.

➤ **Discussion**

No documentation exists which definitively illuminates why the subject properties were not also given the HI-1 zoning classification when the HI-2 zoning classification was repealed in 2012. Property records from the State of Maryland Department of Assessments and Taxation, however, indicate that the current dividing line between HI and RT zoned properties likely was largely due to the ownership at that time.

Fast Gas Company owned the two properties east of the AC&T (16508 & 16510 Virginia Avenue) at the time of the UGA Rezoning in 2012. They did not own the other four properties along Virginia Avenue leading to Hoffman Drive (16512, 16514, 16516 & 16518 Virginia Avenue). Fast Gas Company requested the HI-1 Zoning classification for the properties that they owned at the time of the 2012 UGA Rezoning. The properties they did not own were given the RT zoning classification, in the absence of any property owner requests for a different classification. These decisions therefore limited causing existing residential properties to become legally non-conforming with their new HI zoning classification only in cases where property owners specifically requested that process occur.

The only exception to the above description of events is for parcel 766, located north of the AC&T on Brookmeade Circle. Fast Gas Company did own that property in 2012, but it was rezoned to RT instead of HI, unlike the other Fast Gas Company properties. No records exist indicating a property owner request for HI on that property in 2012.

III. Conclusion:

The applicant has claimed that a mistake was made to rezone these properties from HI-2 to RT in 2012 because of the selective application of the HI-1 to similarly situated adjacent properties. The burden of the applicant in a “Mistake” case is to provide evidence that the Board:

1. Failed to take into account projects or trends probable of fruition,
2. Made decisions based on erroneous information,
3. Used facts that later prove to be incorrect,
4. Couldn’t have foreseen Events that have occurred since the current zoning, or
5. Ignored facts in evidence at the time of zoning application.

Regarding the charge of mistake, it has been demonstrated that the selective reassignment of properties along this stretch of Virginia Avenue from HI-2 to both the RT and HI-1 zoning classifications in 2012 was likely due to the ownership at that time. In the

absence of property owner requests, most properties leading up to Hoffman Drive were given RT zoning classifications because Virginia Avenue is still almost entirely residential along this particular stretch of roadway until reaching the AC&T station. And while it is certainly true that land use intensity increases as one approaches the interchange, it is only recently that more properties on the north side of Virginia Avenue in this area have transitioned away from stable ownership of single-family homes by individual property owners. Single family homes did exist in 2012, and continue to exist presently, both east and west of Hoffman Drive. This makes it difficult to characterize the decisions made in 2012 to reassign some properties HI/HI-1 and others to RT as being a mistake.

At the same time, current circumstances with property ownership have also changed. The three properties subject to this rezoning are now all owned by the applicant and are no longer being actively used for residential purposes. The draft Land Use Plan Map for the Comprehensive Plan update recommends that these properties become commercial largely because of the change in ownership. These facts, plus their immediate proximity to the I-81 Exit 2 interchange advance a certain logic to now applying the HI zoning classification, given present conditions.

Whether or not extending HI zoning further into the nearby residential neighborhoods could have cascading effects spurring the residential to commercial transition which has already occurred elsewhere on Virginia Avenue over time is unknown. The pre-2012 HI-2 zoning classification for these properties does provide prior precedent for allowing commercial and light industrial uses in these locations. A mixing of commercial and residential land uses is likely the logical future for lands along many of the major radial transportation routes, such as U.S. 11, that bisect the UGA from their point of origin in Hagerstown.

Staff also wish to advise that decision makers carefully consider the wide range of land uses permitted under the HI zoning requested by the applicant for their compatibility with the neighborhood that surrounds this site. The land use desired by the current property owner may not remain the same over time under the flexibility offered by HI zoning.

Respectfully Submitted,



Travis Allen
Senior Planner



DEPARTMENT OF PLANNING & ZONING
COMPREHENSIVE PLANNING | LAND PRESERVATION | FOREST CONSERVATION | GIS

September 11, 2025

RZ-25-006

**APPLICATION FOR MAP AMENDMENT
PLANNING COMMISSION RECOMMENDATION**

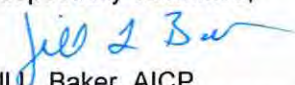
Property Owner(s)	:	Fast Gas Company
Applicant(s)	:	Fast Gas Company
Location	:	Virginia Avenue and Brookmeade Circle
Election District	:	#26 – Halfway
Comprehensive Plan	:	
Designation	:	Low Density Residential
Zoning Map	:	56
Parcel(s)	:	P. 309, 314, 766
Acreage	:	.90 acres
Existing Zoning	:	RT – Residential, Transition
Requested Zoning	:	HI – Highway Interchange

RECOMMENDATION

The Washington County Planning Commission took action at its regular meeting held on Monday, August 6, 2025 to recommend approval of proposed Map Amendment RZ-25-006 to the Board of County Commissioners. The Commission considered the application, applicant's presentation and public comments received at the public input meeting held on July 7, 2025, as well as the Staff Report and Analysis.

Copies of the application packet, minutes of the Planning Commission's July 7th and August 6th meetings, and the Staff Report and Analysis are attached.

Respectfully submitted,


Jill L. Baker, AICP
Director, Washington County
Department of Planning & Zoning

JLB/dse
Attachments
cc: Zachary J. Kieffer, County Attorney

**WASHINGTON COUNTY PLANNING COMMISSION
PUBLIC REZONING INPUT MEETING AND REGULAR MEETING
July 7, 2025**

The Washington County Planning Commission held a public rezoning input meeting and its regular monthly meeting on Monday, July 7, 2025 at 6:00 p.m. at the Washington County Administrative Complex, 100 W. Washington Street, Room 2000, Hagerstown, MD.

CALL TO ORDER AND ROLL CALL

The Chairman called meeting to order at 6:00 p.m.

Planning Commission members present were: David Kline, Chairman; Jeff Semler, Vice-Chairman; Denny Reeder, Jay Miller, Terrie Shank, BJ Goetz, and Ex-officio County Commissioner Randy Wagner. Staff members present were: Washington County Department of Planning & Zoning: Jill Baker, Director; Jennifer Kinzer, Deputy Director; Travis Allen, Senior Planner; Misty Wagner-Grillo and Scott Stotelmyer, Planners; and Debra Eckard, Office Manager.

PUBLIC REZONING INPUT MEETING

Fast Gas Company [RZ-25-006]

Mr. Allen presented a map amendment application to rezone three properties near the intersection of Virginia Avenue and Brookmeade Circle totaling 0.891 acres from RT (Residential Transition) to HI (Highway Interchange). The two properties located on Virginia Avenue are improved with single-family homes and the parcel on Brookmeade Circle is unimproved except for five (5) truck parking spaces. Public water is provided by the City of Hagerstown and public sewer is provided by Washington County to these sites. The existing RT zoning predominately matches the zoning of the properties located to the east. At the interchange of I-81, there are several properties zoned HI on both sides of the interchange. North of the site is a block of parcels zoned for multi-family uses and southwest of the site are parcels zoned PI (Planned Industrial). Land uses follow the same lines as the zoning designations for the area with Tammany Manor and Van Lear subdivisions along Virginia Avenue, Brookmeade Apartments on Brookmeade Circle, and the Homewood Retirement community as well as other industrial uses along Governor Lane Boulevard. West of the I-81 interchange there are commercial uses that lead into the Town of Williamsport.

Mr. Allen noted that in the 2002 Comprehensive Plan, these three parcels were designated for low-density residential uses. This designation is associated with single-family or two-family (duplex) residential development and is intended to be the transitional area from the urban to the rural area.

In piecemeal rezoning cases, the applicant must prove a change in the character of the neighborhood or a mistake in the original zoning of the property. In this case, the applicant is claiming that a mistake was made in the original zoning of the properties. The applicant is claiming that the legislative body failed to consider the application of the HI zoning classification to the properties located on Virginia Avenue between the interchange and Hoffman Drive. Some of the properties at the time of the comprehensive rezoning in 2012 were assigned to the HI zoning district while others were assigned to the RT zoning district. The applicant contends that the properties to the west of Hoffman Drive should have been rezoned to HI while the properties to the east should have been rezoned to RT. Mr. Allen gave a brief history of the zoning of the three properties subject to this rezoning application during the comprehensive rezoning of the Urban Growth Area in 2012. He stated there is no definitive documentation in the 2012 UGA comprehensive zoning records; however, he believes that the properties along Virginia Avenue (Parcels 309 and 314) were zoned RT because they were individually owned and occupied as single-family homes at that time. Parcel 766 (Brookmeade Circle) was owned by Fast Gas Company at the time and was likely given the RT zoning designation because it abuts several residential properties.

In summary, staff believes that with many of the radial transportation corridors, such as Virginia Avenue, it is likely that a mixture of residential and commercial land uses is the logical future. Staff recommends that the Planning Commission consider the wide range of uses that are permitted under the HI zoning and its compatibility with the residential uses surrounding the site. Members should consider that the use proposed today may not be the same use in the future.

Discussion: Mr. Goetz asked if Parcels 327 and 198 are individually owned and inhabited by the owners. Mr. Allen believes they are individually owned and occupied. Mr. Goetz asked if Parcel 195 is zoned HI. It was confirmed it is zoned HI.

Applicant's Presentation

Mr. Jason Divelbiss, representing the Fast Gas Company which is owned by the Fulton Family, stated that the existing AC&T has operated in this location for the past 50 years. The existing AC&T store currently occupies 4 parcels (Parcels 193, 195, 316 and 766). All of these parcels are currently zoned HI with the exception of Parcel 766. Parcels 309 and 314 were acquired by the applicant with plans to modernize the store. The applicant contends that Governor Lane Boulevard/Hoffman Drive should have been the line delineating the commercial area to the west of the interchange. It was noted that the Brookmeade Apartments as well as the Homewood Retirement community are both high-density residential uses. The applicant believes that the influence of Virginia Avenue, Interstate 81, the Homewood Retirement community and Brookmeade Apartments were not taken into consideration when these three properties were rezoned in 2012. Failure to take these facts into consideration resulted in a mistake in the zoning of the property to RT. The applicant believes that the HI zoning classification is logical and appropriate for these properties. Facts supporting this belief include: public water and sewer services are existing on the site, the property is approximately ¼ mile from I-81, the property is located in the urban growth area, and Virginia Avenue is a principle arterial roadway.

Mr. Divelbiss stated that the new Land Use Map for the 2040 Comprehensive Plan was recently released and recommends the commercial land use classification for all three of these properties. The map was entered into the record on behalf of the applicant. The applicant believes this recommendation supports the requested change in zoning.

Discussion: Mr. Goetz asked if the property separation between Parcel 766 and the properties along Virginia Avenue is a right-of-way. Mr. Divelbiss believes it is a platted, unused roadway (paper alley).

Public Comment

- Diana Zeller, 10714 Hoffman Drive, Williamsport – Ms. Zeller submitted a petition signed by eight residents in the neighborhood who are opposed to the rezoning. She expressed her opinion that a business should not be allowed to rezone residential properties for commercial use.
- Susan Mayhue, 16606 Tammany Manor Road, Williamsport – Ms. Mayhue stated she owns Parcel 1065 which is behind Parcel 766. She and her parents sold Parcel 766 to AC&T in 2011. Part of the sales agreement was there would be a right-of-way for Parcel 1065 for all utility companies to access their lines and equipment (i.e. electric, telephone, cable, etc.). Ms. Mayhue noted that Lot 766 runs behind the following properties: 10710, 10712, 10714, 10716 and 10718 Hoffman Drive. She asked if the property is developed, would these residents still have access to their backyards.
 - There was a brief discussion regarding the right-of-way to access the utilities for these properties.
- Kate Swan, 10716 Hoffman Drive, Williamsport – Ms. Swan encouraged members to consider the timeline of when the parcels were purchased by AC&T and the significant impact that expanding the business would have on the residential properties and residents living in the area. She believes that the development of the Brookmeade Apartments negatively impacted residents in the area thus facilitating the sale of these parcels. She expressed her concern regarding the increase in traffic, property values, and the safety of the residents in the area.

Applicant's Rebuttal

Mr. Divelbiss stated there are no plans to impede access to or the use of Parcel 1065. He noted that from 2005 to 2012, all the properties along Virginia Avenue were zoned HI-2 which permitted commercial uses even though there were residential structures occupying the properties. Until 2012, it was acknowledged that the Virginia Avenue fronting properties were more influenced by what was around them than anything else currently occupying them. Traffic issues would be addressed during the site plan phase during redevelopment of the properties. It is not the intent of the applicant to have any traffic or other negative impacts to the residents on Hoffman Drive. Mr. Divelbiss expressed his opinion that any redevelopment of the property would bring improvements to the area such as buffering, forest conservation, storm water management, etc. over the current conditions in the area.

Commissioner Wagner entered the meeting at 6:35 p.m.

The public input meeting was closed at 6:40 p.m.

NEW BUSINESS

MINUTES

Motion and Vote: Mr. Goetz made a motion to approve the minutes of the June 2, 2025 Planning Commission meeting as presented. The motion was seconded by Ms. Shank and unanimously approved.

ORDINANCE MODIFICATIONS

Keith and Melissa Corwell [OM-25-005]

Ms. Wagner-Grillo presented an ordinance modification to reduce the 50-foot side yard setback to 15-feet on property located at 11954 Big Spring Road. The property is 16.56 acres in size and is currently zoned A(R) – Agricultural Rural. The applicant is proposing to subdivide a 3.43-acre lot for their daughter. The proposed lot requires 50-foot setbacks per the Subdivision Ordinance; however, the Planning Commission may modify the setbacks for properties adjacent to parcels being actively farmed. The proposed subdivision plat shows a 50-foot setback to the adjacent Bragunier farm, which has an agricultural easement. The applicant is unable to meet the 50-foot setback on the remaining sides due to topographical conditions. The remaining setbacks will be 40-foot front yard and 15-foot side yard.

Motion and Vote: Mr. Reeder made a motion to approve the ordinance modification. The motion was seconded by Mr. Goetz and unanimously approved.

SUBDIVISIONS

The Village at Valentia Ridge Lots 1-150 [PP-23-001]

Mr. Stotelmyer presented the preliminary plat for Lots 1-150 at The Village at Valentia Ridge. The property is located at Parcel 162 off of Poffenberger Road. Public water will be provided by the City of Hagerstown and public sewer will be provided by Washington County. There is no proposed signage for the property. Forest Conservation requirements will be addressed via on-site planting and retention of existing forest. Approvals are pending from Washington County Department of Water Quality and the Soil Conservation District.

Discussion: Mr. Mike Renn of Apex Land Solutions, the consultant, stated this development will be age-restricted. Ms. Shank asked about the traffic impact on Poffenberger Road. Mr. Renn stated that a traffic impact study was required and completed. Ms. Shank asked if there were comments regarding the one-lane bridge on Poffenberger Road. Mr. Renn stated no comments were received about the bridge. It was noted that the development will be completed in three phases. Road improvements will be made to mimic the closed section road on the other side of Poffenberger Road.

Motion and Vote: Mr. Miller made a motion to approve the preliminary plat contingent upon approval from the Department of Water Quality and Soil Conservation District and that the approval would only be valid through March 7, 2026. The motion was seconded by Mr. Reeder and unanimously approved with Mr. Goetz abstaining from the vote.

SITE PLANS

Reid [SP-24-034]

Mr. Stotelmyer presented a site plan for a proposed 155-foot monopole style wireless telecommunications tower and 50 by 50-foot fenced compound. The site is located at 20095 Lehman's Mill Road and is currently zoned A(R) – Agricultural Rural. No water or sewer will be used on-site. The hours of operation for the tower will be 24 hours per day, 7 days per week. There is no proposed lighting on the site. This site plan is exempt from Forest Conservation Ordinance requirements. Approvals are pending from the Washington County Division of Engineering and the Soil Conservation District.

Discussion and Comments: Mr. Jonathan Yates, 105 Broad Street, Charleston, SC stated that this facility is for Verizon and is designed for additional carriers.

Motion and Vote: Mr. Reeder made a motion to approve the site plan contingent upon approvals from Washington County Engineering and the Soil Conservation District. The motion was seconded by Mr. Semler and unanimously approved.

Downsville Elementary School [SP-24-019]

Ms. Wagner-Grillo presented a site plan for the new Downsville Elementary School located at 10405 Downsville Pike. The parcel is 44.88 acres in size and is currently zoned ORI – Office, Research and Technology. The project consists of a new elementary school, parking area, sidewalks and a play area. A traffic light is proposed at the intersection of Downsville Pike and Sterling Road. The new

school is proposed to be 83, 555 square feet with 124 parking spaces and 15 bus spaces. Lighting will be building mounted and pole mounted; a photometric plan has been submitted. There will be a free-standing sign. Trash will be removed by a private hauler. There will be deliveries on a daily basis. The building will be open from 7:30 a.m. to 3:00 p.m. Approximately 600 students and 75 staff members are proposed. Public water will be provided by the City of Hagerstown and public sewer will be provided by Washington County. Storm water management will be handled through bio-retention ponds. Approvals are pending from Land Development Plan Review, Forest Conservation, Washington County Department of Water Quality, City of Hagerstown Water Department, Washington County Engineering, and the Soil Conservation District.

❖ Forest Conservation

Mr. Allen presented a request to remove 5 specimen trees from the site as part of the development for the school. Justification for removal of the trees stated that retention of the trees would impact the location of utilities, circulation patterns, recreational facilities, etc. on the site. All mitigation is being accomplished on site through retention of existing forest on the site which would minimize water quality impacts.

Discussion and Comments: Mr. Miller asked why there are portable classrooms shown on the site plan and Ms. Shank asked why the school would not be built to accommodate more students in the future. Mr. Matt Burn, Washington County Public Schools, and Jason Fritz, Aztec Engineers, were present at the meeting. Mr. Burn stated there is a limited amount of funding available now and WCPS cannot justify the additional space at this time. Mr. Fritz stated that the State of Maryland sets the mandates for the schools; however, if an addition is required in the future, the infrastructure would already be in place. Mr. Semler asked if solar panels are being considered on the roof. Mr. Burn stated there is not enough funding. Mr. Fritz stated that the roof is not designed to accommodate the weight of solar panels.

Motion and Vote: Mr. Goetz made a motion to approve the site plan contingent upon all agency approvals. The motion was seconded by Mr. Reeder and unanimously approved.

Motion and Vote: Mr. Goetz made a motion to approve the removal of five specimen trees. The motion was seconded by Mr. Semler and unanimously approved.

Washington County Tactical Village, Phase 1 Burn Building [SP-25-007]

Ms. Wagner-Grillo presented a site plan for a proposed burn building at the Washington County Public Tactical Village located at 18350 Public Safety Place. The property is 49.29 acres in size and is currently zoned RT (Residential Transition). Phase I of construction includes grading for the entire site, storm water management pond, culverts, a 1500 sq. ft. burn building, utilities, a chain link fence around the property, a retaining wall for the future commercial storefront and pavement for vehicle instructional area and 19 parking spaces. Pole mounted lighting will be provided; a photometric plan has been submitted. Hours of operation will be Monday thru Friday, 7:00 a.m. to 10:00 p.m. and Saturday and Sunday, 8:30 a.m. to 3:30 p.m. Landscaping is proposed. Storm water management will be handled through a bio-retention pond. Approvals are pending from Forest Conservation, the Soil Conservation District and Engineering Plan Review.

❖ Forest Conservation

Mr. Allen presented a request to remove 13 specimen trees and a payment-in-lieu of planting for the 11.5 acres of planting mitigation. Forest Conservation requirements were deferred from the development of the Public Safety Training Center and will now be combined with requirements for this phase of development. The scattered location of the specimen trees throughout the central portion of the site makes it difficult to retain these trees. Several of these trees are also in poor condition. Approximately 5-acres of forest on the site will be retained as part of the mitigation requirement. The planting of trees on the site is not advisable due to future development.

Discussion and Comments: Mr. Goetz expressed his opinion that the County should purchase property to plant the trees or to purchase an easement off-site instead of making a payment-in-lieu. He noted that there are forest banks available for planting and he believes the County should explore other options before making the payment-in-lieu. Mr. Goetz expressed his opinion that the Planning Commission needs to hold all developers, private or public, to the same standards and administer the Ordinance consistently and fairly. Commissioner Wagner strongly disagreed because the public safety training facility is a huge asset for first responders not just in this county but across the state. It provides training to ensure that all first responders remain safe. He believes it is highly possible that there will be additional development on the site. Mr. Allen explained that the intent of the FCO is to accomplish mitigation on-site to the extent possible. However, in some instances, it is not feasible to plant trees that likely will need to be removed for further development. The site plan for

the proposed Tactical Village shows further development of the site with a shooting range, other buildings, etc. in the future.

Motion and Vote: Mr. Goetz made a motion to approve the site plan contingent upon all agency approvals. The motion was seconded by Mr. Semler and unanimously approved with Commissioner Wagner abstaining from the vote.

Motion and Vote: Mr. Goetz made a motion to approve the removal of 13 specimen trees. The motion was seconded by Mr. Semler and unanimously approved with Commissioner Wagner abstaining from the vote.

Motion and Vote: Mr. Goetz made a motion to approve the payment-in-lieu of planting to meet mitigation requirements. The motion was seconded by Mr. Semler and unanimously approved with Commissioner Wagner abstaining from the vote.

Downsville Solar II [SP-23-011]

Ms. Wagner-Grillo presented a site plan for the proposed development of a community solar energy generating system on property located at 17137 Black Stallion Lane. The disturbed area is 26.19 acres in size and the parcel is currently zoned A(R) – Agricultural Rural. A special exception was granted by the Board of Zoning Appeals in September 2022. The developer is proposing 36 rows of panels with a total of 2,724 panels on the site. A 25-foot landscape buffer is proposed around the perimeter of the property with fencing and an access gate. Fifty (50) foot side, rear and front setbacks are required. Forest mitigation will be accomplished by on-site retention of 4.68 acres. All agency approvals have been received.

Discussion and Comments: Mr. Shawn Miller of Kimley Horn and Lou Rappaport of Downsville Solar, LLC were present. Mr. Kline asked what the output will be from the solar array. Mr. Miller stated it would be 2-megawatts. Mr. Kline asked if this is a community solar program through the State. Mr. Rappaport replied it is. Mr. Kline asked if the interconnection has been obtained. Mr. Miller stated it will be completed shortly. Mr. Reeder asked if the connection will overhead or underground. Mr. Miller answered it will be underground on the property and transition overhead before it reaches Downsville Pike.

Mr. Miller asked if the soils are Class I and Class II. It is located within Class I and Class II soil types. Ms. Baker stated that the Zoning Ordinance does not prohibit solar arrays in prime soils; however, it recommends that these types of soils be avoided if possible.

Mr. Semler asked if the arrays would be high enough for animals to graze under them. Mr. Rappaport noted that this property owner is not interested in grazing animals on this parcel.

Motion and Vote: Ms. Shank made a motion to approve the site plan as presented. The motion was seconded by Mr. Goetz.

Discussion: Mr. Lawrence Scott of DSW Law, attorney for the project, stated there are grading issues and the availability for other farming opportunities is limited on this particular parcel.

The motion passed on a 3-2 vote with Ms. Shank, Mr. Goetz and Commissioner Wagner voting yes and Mr. Reeder and Mr. Miller voting no and Mr. Semler abstaining from the vote.

OTHER BUSINESS

Metro Landscape Contractors [SP-15-024]

Mr. Allen presented a request to change the permitted use on an existing Rural Business zoning district from a former automotive repair facility to a landscape/hardscape contracting business. The property is located at 9920 Crystall Falls Drive (formerly Adkins Automotive). Mr. Allen reminded members that the Rural Business floating zone is intended for one specific use at the time of its application. The Planning Commission is charged with determining if a different proposed use is a minor or major change in use or intensity from the original use permitted. If the Planning Commission deems the change a significant difference in use and intensity of the property, a new public hearing would be required.

Applicant's Presentation

Mr. Adam Hager of Frederick, Seibert & Associates, and Mr. Michael Fanning of Metro Landscape and Construction, were present at the meeting. Mr. Hager gave a brief history of the property. He believes that the proposed business will be less intensive than the auto repair facility that was previously on this property. Mr. Fanning gave a brief description of the landscaping business he

operates. There will be no retail sales or customers visiting the property. There are currently 14 employees; only the drivers of the large vehicles will be on site to pick up and drop off equipment.

Motion and Vote: Mr. Goetz made a motion that the request would be considered a minor change in use and intensity. The motion was seconded by Mr. Reeder and unanimously approved.

Harshman, Lot 1 Extension Request [S-23-043]

Mr. Stotelmyer presented a one-year extension request for property located at 16254 Shinham Road. The property is currently zoned EC – Environmental Conservation. The project was submitted on August 4, 2023 and has been in review since that time.

Motion and Vote: Mr. Reeder made a motion to approve the one year extension request until August 4, 2026 as presented. The motion was seconded by Mr. Miller and unanimously approved.

Update of Projects Initialized

Ms. Kinzer provided a written report for land development plan review projects initialized during the month of May including six site plans.

ADJOURNMENT

Ms. Shank made a motion to adjourn the meeting at 7:45 p.m. The motion was seconded by Mr. Miller and so ordered by the Chairman.

UPCOMING MEETINGS

1. August 4, 2025, 6:00 p.m. – Washington County Planning Commission regular meeting

Respectfully submitted,

David Kline, Chairman

**WASHINGTON COUNTY PLANNING COMMISSION
PUBLIC HEARING AND REGULAR MEETING
August 6, 2025**

The Washington County Planning Commission held its regular monthly meeting and a public hearing on Monday, August 6, 2025 at 6:00 p.m. at the Washington County Administrative Complex, 100 W. Washington Street, Room 2000, Hagerstown, MD.

CALL TO ORDER AND ROLL CALL

The Chairman called the meeting to order at 6:00 p.m.

Planning Commission members present were: David Kline, Chairman; Jeff Semler, Vice-Chairman; Denny Reeder, Jay Miller, Terrie Shank, BJ Goetz, and Ex-officio County Commissioner Randy Wagner. Staff members present were: Washington County Department of Planning & Zoning: Jill Baker, Director; Jennifer Kinzer, Deputy Director; Travis Allen, Senior Planner; and Misty Wagner-Grillo, Planner.

OLD BUSINESS

Fast Gas Company [RZ-25-006]

Mr. Allen reminded members that a public input meeting was held on July 7, 2025 to consider a map amendment application for the rezoning of three properties totaling .891 acres on Virginia Avenue and Brookmeade Circle. The applicant contends that a mistake was made during the 2012 Urban Growth Area comprehensive rezoning and is requesting a change in zoning from RT (Residential Transition) to HI (Highway Interchange). The applicant believes that all properties west of Hoffman Drive should have been rezoned HI; while the properties east of Hoffman Drive are more residential in nature. Three people spoke in opposition to the request due to potential impacts on adjacent residential properties because of the expanded commercial operations proposed by AC&T.

Motion and Vote: Mr. Goetz made a motion to recommend approval of the map amendment application to the Board of County Commissioners to change all three properties from RT to HI. The motion was seconded by Mr. Miller and unanimously approved with Commissioner Wagner abstaining from the vote.

NEW BUSINESS

MINUTES

Motion and Vote: Mr. Miller made a motion to approve the minutes of the July 7, 2025 Planning Commission public rezoning input meeting and regular meeting as presented. The motion was seconded by Ms. Shank and unanimously approved.

ORDINANCE MODIFICATION

Erik Stottlemeyer [OM-25-007]

Ms. Wagner-Grillo presented an ordinance modification request to allow two panhandle lots in excess of 400-feet and the stacking of three properties. The property is located at 12324 Saint Paul Road in Clear Spring and is currently zoned A(R) – Agricultural Rural. The total site acreage is 45.75-acres; the proposed total lot acreage for Lots 30, 31 and 32 is 9-acres. The proposed panhandle for Lot 31 is 407.08-feet and the proposed panhandle for Lot 32 is 671.24-feet. The applicant's justification statement indicates that the existing parcel has an existing access point along National Pike, the boundaries for the existing parcel forms an irregular shape with narrow road frontage of 195-feet along National Pike, and the irregular shape and narrow road frontage limits the number of lots that can be subdivided even though the parcel has adequate acreage. All three lots would use the existing entrance to minimize points of entry onto National Pike.

Motion and Vote: Mr. Semler made a motion to approve the ordinance modification request as presented. The motion was seconded by Mr. Reeder and unanimously approved.

SUBDIVISIONS

The Run at Elizabethtowne [PP-24-003]

These minutes have not been approved by the Planning Commission.

Ms. Wagner-Grillo presented a preliminary plat for a 72-lot single-family subdivision located at 17755 Halfway Boulevard. The parcel is 34-acres in size and is currently zoned RU (Residential Urban). The minimum lot size in the RU zone is 6,500 square feet; the proposed minimum lot size in the development is 6,600 square feet. The average lot size is 8,481 square feet. Sidewalks are proposed in this development. The property is served by public water from the City of Hagerstown and public sewer from Washington County. One entrance is proposed from Halfway Boulevard. Jazz Walk is proposed to connect to the Lincolnshire Elementary School property and will be a private road that will be conveyed to the Washington County Board of Education. Proposed are a crosswalk at Jazz Walk, extended walkways, and some improvements for parking at the school. Open space is proposed throughout the development for a total of 7.81-acres. The open space will contain forest conservation easements. The remaining lands on the east side of Halfway Boulevard will include 4.25 acres of forest easements. There are three storm water managements outlots proposed. The required parking is 144 spaces; two spaces per driveway is proposed for a total of 144 spaces plus street parking along the curbs. A sign is proposed at the Halfway Boulevard entrance. Community mailboxes throughout the development are proposed. A HOA is also proposed for the development. Approvals from Land Development, Engineering, the Health Department, Water Quality and the Soil Conservation District are pending.

❖ **Forest Conservation**

Mr. Allen presented a request to remove seven specimen trees on the site and to utilize the payment-in-lieu of planting option to satisfy 7.03 acres of overall planting requirements. He explained that this is the preliminary forest conservation plan; the final conservation plan will be submitted with the final plats during each phase of the development. There is a total planting requirement of 8.99-acres resulting from disturbance of 32.09-acres.

Discussion and Comments: Mr. Goetz asked if the entrance from Oak Ridge Drive will be right-in/right-out only. Mr. Poffenberger of Fox & Associates stated it will be right-in/right-out only.

Motion and Vote: Mr. Goetz made a motion to approve the preliminary plat contingent upon all agency approvals. The motion was seconded by Mr. Miller and unanimously approved.

Motion and Vote: Mr. Reeder made a motion to approve the removal of seven specimen trees and to utilize the payment-in-lieu of planting option as presented. The motion was seconded by Mr. Semler and unanimously approved.

SITE PLANS

Maugansville Ag Machine Shop [SP-23-048]

Ms. Wagner- presented a site plan for a proposed 13,772 sq. ft. machine shop located at 15244 Fairview Road in Clear Spring. The parcel is 9.62 acres and is currently zoned RV and A(R) – Rural Village and Agricultural Rural. The Board of Zoning Appeals approved the establishment of a machine shop facility in 2022. The site will be served by private water and private sewer. Hours of operation will be Monday, Thursday and Friday from 7:30 a.m. to 5:00 p.m. Freight and delivery will be one time per week for a semi-truck delivery and three times per week for box truck deliveries. Eight employees are proposed. Thirteen parking spaces are required; thirteen parking spaces will be provided. No lighting is proposed. A 10 x 13-foot monumental sign is proposed. Trash will be collected in an on-site dumpster. Landscaping is proposed along the property lines with residential dwellings. Forest conservation requirements were previously approved in 2022. Approval is pending from the State Highway Administration.

Motion and Vote: Mr. Goetz made a motion to approve the site plan contingent upon approval from the State Highway Administration. The motion was seconded by Mr. Semler and unanimously approved.

OTHER BUSINESS

Harry Martin Keadle, Lot 1 [S-23-029]

Ms. Wagner-Grillo presented a request for a one-year extension of the preliminary/final plat for a one lot intrafamily subdivision located at 10945 McCoy's Ferry Road. The project was submitted and accepted on July 12, 2023. The one-year extension would expire on July 12, 2026.

Motion and Vote: Mr. Reeder made a motion to approve the one-year extension as presented. The motion was seconded by Ms. Shank and unanimously approved.

Townes at Rockspring, Phase 1 [S-23-023]

These minutes have not been approved by the Planning Commission.

Ms. Wagner-Grillo presented a request for a one-year extension of the final plat for 58 townhouse lots with associated street right-of-way, storm water management and open space areas located at 11049 Mount Edward Drive. The project was submitted and accepted on August 21, 2023. The one-year extension would expire on August 21, 2026.

Motion and Vote: Mr. Miller made a motion to approve the one-year extension as presented. The motion was seconded by Ms. Shank and unanimously approved.

Motion and Vote: Ms. Shank made a motion to adjourn the regular meeting at 7:20 p.m. The motion was seconded by Mr. Miller and so ordered by the Chairman.

PUBLIC HEARING – BLACK ROCK PUD REMAND

The Chairman called the public hearing to order at 6:20 p.m.

Ms. Baker presented a brief timeline of events for the Black Rock PUD within a written staff report that was submitted to the Planning Commission members prior to the public hearing. She noted that Dan Ryan Builders have made several requests to make changes to the approved development plan. The final proposal was reviewed by the Commission to determine if the proposed changes would be considered a major or minor change. If the change was considered a minor change, the developer could move forward with the development plan process. If the change was considered a major change, the developer would be required to go through a new rezoning process. In April of 2022, the Planning Commission reviewed the final development plan that was submitted and decided that it was a minor change. Their decision was appealed to the Board of Zoning Appeals in May of 2022. The Board of Zoning Appeals held two public hearings, one on July 21st and one on August 18th. The Board's final opinion issued in September of 2022 supported the Planning Commission's decision. In October of 2022, the case was appealed to the Circuit Court of Washington County. On April 1, 2024, the Circuit Court issued its opinion finding a lack of evidence and remanded the case back to the Board of Zoning Appeals. The defendant then appealed the case to the Appellate Court of Maryland and later withdrew that appeal. Withdraw of the appeal meant that the opinion of the Circuit Court was still in place and that the Board of Zoning Appeals would be required to address the remand. During their March 19, 2025 regular meeting, the BZA considered the Court's opinion and determined that further analysis would be needed by the Planning Commission in order for the BZA to make their final decision. They then remanded the issue back to the Planning Commission for further analysis.

As part of the Circuit Court's hearing, there were four distinct issues presented by the Mt. Aetna Advocacy Group (the Plaintiff in the court case). These four questions were detailed within the staff report presented to the members prior to the meeting. In brief, the questions are:

1. Has the Black Rock PUD (development plan) expired because the development plan was approved and did not take effect for two years?
2. Is the Black Rock PUD (zoning district) valid?
3. Was there a violation of Section 24.4(b) in the Zoning Ordinance with regard to the timeframes set forth for re-submittal of each application?
4. Should this development plan be considered a major or minor change?

Public Comments

- Sean Cooley, 1001 Fleet Street, Floor 9, Baltimore, MD, representing the Mt. Aetna Advocacy Group – Mr. Cooley noted that the new developer is proposing a different plan; however, the issues raised by the Circuit Court are applicable to the new development plan as well. He believes that when an appeal was filed with the Appellate Court of Maryland, this was an attempt to stall in order to present the new “Arborview” development plan to the Planning Commission. Other points to consider within the Circuit Court's opinion and staff's recommendations are as follows:
 - Argument #3: Reduction of the estimated daily usage of water and sewer from 300 gallons/day to 200 gallons/day had no rationale. Staff's recommendation is that it is safe to say that 200 gallons/day would be appropriate based on County policies in measuring usage; however, it is not clear why that would not be a major change or would contribute to a major change.
 - Argument #4: The Planning Commission needs to consider storm water management during the development plan process. Staff believes that no further analysis is needed because the Circuit Court did not focus on this issue. Mr. Cooley believes that this issue should still be a consideration of the Commission.
 - Argument #5: The Circuit Court found diminished amenities in the proposal, and combined with other proposed changes, this is a major change. Staff believes that because of the potential reinstatement of these amenities, there is no reduction in the amenities.

- Argument #6: The proposed plan shows a 7-foot increase in the maximum height of the townhouses and a 15-foot increase in the maximum height for the multi-family units. These differences need to be considered by the Commission.

In conclusion, Mr. Cooley asked the Planning Commission to carefully examine the Circuit Court's opinion and to follow all the detailed instructions set forth. The Mt. Aetna Advocacy Group considers this development plan a major change. Mr. Cooley believes that staff is considering each change individually when they should be considered as one major change.

- Matt Powell, DRB Homes, 10313 Arnett Drive, Hagerstown – Mr. Powell stated that DRB Homes purchased the property in October of 2024 with the understanding that the PUD was invalid. DRB Homes fully supports staff's recommendation that the PUD zoning has expired and is no longer valid. The developer is pursuing a new development plan which is proposing a "by right" development in accordance with the underlying zoning.
- Melanie Goldsborough, 10935 Sassan Lane, Hagerstown – Ms. Goldsborough expressed concern regarding the proposed density (including the apartments) which would lead to overcrowding in the peaceful community in which she and her family now live. Her husband is a combat veteran of the Iraqi war and chose this development and location because of the anxiety he experiences in densely populated areas.
- Sharon Petersen, 20510 Shaheen Lane, Hagerstown – Ms. Petersen explained that she has attended several of the previous meetings regarding this development. She believes there is a lack of cohesive planning and that this development would greatly affect her quality of life.

With no other persons seeking to comment on the issue, the public hearing was then closed.

Discussion and Comments: Ms. Baker explained that in 2015, the County performed a comprehensive rezoning of the urban areas. At that time, the PUD zoning district was abandoned and a new mixed use zoning district took its place; any existing PUDs were grandfathered. Staff recommend that the PUD be invalidated. Mr. Goetz questioned that if the PUD is invalidated, would any and all development plans also be invalidated. Ms. Baker explained that if the zoning is found to be invalid, the development plan will be invalid; however, the Court's opinions must still be addressed by the Commission. Ms. Baker lead a comprehensive review of the Court's opinions and questions as follows.

Question #1: Has the Black Rock PUD development plan expired?

On March 2, 2022, the Planning Commission approved a development plan with language that stated, "the plan is effective for a period of two years"; thereby that plan would expire on March 2, 2024. However, the Circuit Court has stated that there is no explicit language within the Zoning Ordinance that determines when a development plan expires. Therefore, the Court affirmed the Board of Zoning Appeals opinion that the development plan did not expire.

Question #2: Is the Black Rock PUD zoning valid or invalid?

The Circuit Court went to individual sections of the Zoning Ordinance that deal with the timelines required to maintain the validity of a PUD zone. A timeline of events that occurred with regard to this PUD was provided within the Staff Report. Ms. Baker reviewed each submittal deadline and the actual dates that the submittals occurred. The Planning Commission must provide findings as to why the PUD floating zone should be found invalid. As shown in the Staff report, a site plan was approved on February 27, 2009 and that construction did not commence within the one (1) year timeframe designated in Section 16A.6.e.3. Staff recommends that upon further review, the developer violated Section 16.A.6.e of the Zoning Ordinance because they did not meet the submittal time frames as required by the Ordinance; therefore, it appears the PUD would be invalid. The Planning Commission could initiate a rezoning which would go before the Board of County Commissioners stating that the PUD is invalid and requesting that the property be returned to its original zoning.¹ Staff is seeking a consensus from the Planning Commission that the PUD zoning district should be considered invalid because it violates Section 16.A.6.E of the Zoning Ordinance.

Consensus: The Planning Commission supports the Circuit Court's opinion and Staff's recommendation that the PUD zoning district is invalid because it violates Section 16.A.6.e of the Zoning Ordinance.

Question #3: Was there a violation of the Zoning Ordinance as it pertains to the amount of time required between applications and when denial occurs? This question refers to Section 24.4.b of the Zoning Ordinance.

¹ Upon further review by the County Attorney's office after the public hearing, it was determined that the Planning Commission does not have the legislative authority to initiate a piecemeal rezoning.

These minutes have not been approved by the Planning Commission.

Comments: Mr. Goetz expressed his opinion that if the Planning Commission agrees that the PUD is invalid, the remaining questions are moot and should not need further consideration. Ms. Baker explained that this is a court remand; therefore, all issues addressed by the Court must be reconsidered by the Commission. The County Attorney has instructed staff that this matter needs to be addressed in its entirety.

Staff's opinion on Question #3 is that the Planning Commission did not violate Section 24.4.b of the Zoning Ordinance because no formal application was made. When the changes in question were proposed, the developer was only seeking the advice of the Planning Commission. There were no formal applications submitted, no fees paid, no review by staff, no outside agency review, and no approvals or denials were given; therefore, no timeline was started.

Consensus: The Planning Commission supports Staff's analysis that no formal applications were made; therefore, no timeline was started because no approvals or denials were given.

Question #4: Are the proposed changes, in fact, minor as determined by the Planning Commission and affirmed by the BZA? Ms. Baker explained there were several points of consideration under this question. Staff has done its best to evaluate each of these points and agree with the Mt. Aetna Advocacy Group's attorney that these changes need to be considered in a cumulative manner and not on an individual basis.

- Argument #1: Configuration of lots - The proposed plan moved denser development to the southeast corner of the property as opposed to spreading it throughout the property as shown on the original development plan.
- Argument #2: The clustering of 485 dwelling units on less than half of the property as opposed to spreading it throughout the property as shown on the original development plan.

Ms. Baker noted that the original approved PUD plan consisted of 595 dwelling units. In 2022, a public hearing was held because the developer requested a major change in the development plan proposing 1,100 dwelling units. This request was denied by the Board of County Commissioners. Following that decision, the developer realized that the development could not be more densely populated so they began seeking the Planning Commission's advice to shift the location of the dwelling units on the property. Staff stated that the court combined their findings for these two questions and that the questions have a broad range of issues that contribute to the cumulative argument being made. Therefore, analysis of these questions can be found in various sections of the Staff report.

- Argument #3: Water and sewage usage that changed from 300 gallons per day to 200 gallons per day. The Court agreed with the Mt. Aetna Advocacy Group that the change was a significant change and no justification was provided regarding the change. Ms. Baker stated that during her research for the staff report, she could not find any documentation explaining why 300 gallons per day was used in the original plan and there is no longer anyone on staff with that historical knowledge.

Ms. Baker stated that she used, in her analysis, an EDU (equivalent dwelling unit) to calculate how much each use would generate. The County has adopted a policy whereby 1 EDU is assumed to be equal to 200 gallons per day both for water and sewerage calculations. This information is provided in the Staff Report. There has not been any justification as to why there was a change and whether it was significant.

Comments: Mr. Goetz expressed his opinion that this should not be considered a major change because the developer is proposing to use less water and sewerage which benefits the County overall. Mr. Semler concurred.

- Argument #4: Reduction of stormwater management areas. Staff noted that the court didn't seem to accept this point as a reason for determining major vs. minor changes. Staff recommended that further analysis wasn't needed.

Discussion: Mr. Goetz questioned the Court's opinion regarding the analysis of the storm water management issue. Typically, an initial storm water management area is shown on the development plan; however, calculations are based on covered surfaces and are part of the site plan/subdivision phase. Ms. Baker explained that preliminary work such as where the watershed is located, how water will drain on-site, where the most likely area for the storm water ponds would be located, etc. is needed. She believes that the Court felt the Planning Commission did not give these issues full consideration.

Ms. Baker further explained that the original development plan prepared in 2002 was developed under a different set of storm water management regulations. The State made significant changes to the regulations in 2009. Therefore, the question remains, did the

Planning Commission have sufficient information at that stage to determine if the changes were major or minor changes?

- **Argument #5: Reduction in space for amenities** – Ms. Baker stated that the 2002 development plan showed approximately 8-acres of recreational amenities. The plan that was submitted for the major or minor change (proposal #3) showed 3 ½-acres of recreational amenities and did not specify a timeline of when these improvements would occur. According to the Court, the 2002 plan for the Black Rock PUD created a “country club” atmosphere that included tennis courts, a club house, swimming pool, etc. The third proposed plan submitted for the Planning Commission’s advice proposed open play areas, play areas with equipment, etc. Ms. Baker noted there was a revision made to the development plan in 2020 which affected the amenities (loss of club house, etc.) previously proposed. Therefore, the amenities proposed in proposal #3 reinstated some of the amenities that were removed in 2020. Ms. Baker also noted in her staff report that this development is directly across the street from the Washington County Regional Park which has amenities such as baseball fields, playgrounds, etc.; however, this should not be a substitute for amenities within the development.
- **Argument #6: Building height** – Proposal #3 proposed a 17% increase in the height of townhouses and a 27% increase in the multi-family units. Ms. Baker explained that she and the Court performed a very simplified analysis of this issue on an individual basis. She reiterated that this issue needs to be considered in tandem with all other proposed changes. Staff believes that the height of the apartment buildings could be considered a major change depending on the context and spatial requirements.
- **Argument #7: Implementation of the Plan** – Ms. Baker noted that Section 16.A.4.j of the Zoning Ordinance states, “each phase of the development must conform to the same density as the overall development”. Based upon the information provided, this plan appears to be in violation of Section 16.A.4.j of the Ordinance.
- **Other considerations of the Court include:**
 - Should the adequacy or lack of adequacy of public facilities/infrastructure be considered including adequacy of schools, water (generally), water for fire suppression, sewers, roads, and emergency services. The Mt. Aetna Advocacy Group argued that adequacy of public infrastructure is a very important factor in deliberating whether a change is major or minor. The Court’s opinion is the Planning Commission did not make the required “findings of fact” or perform the required analysis as to the adequacy of the facilities or infrastructure. Ms. Baker believes that during a preliminary review, it is very difficult to know what the impacts will be on infrastructure in the future. It was noted during the public hearing in 2022, there are issues with water pressure in this area and concerns regarding fire suppression. The developer, at that time, set aside land for a water tower to accommodate these issues, if needed.
 - Should the Planning Commission have re-evaluated the traffic impacts? – Ms. Baker noted that traffic impact studies were completed in 2002 and again in 2022. Specifically, when the rezoning application was submitted, for the 1,100 units, a traffic study was completed to determine what road improvements would be required for full build out. Ms. Baker does not believe another traffic impact study was completed when the developer proposed reducing the number of units to 585, which was part of proposal #3. By reducing the number of dwelling units, it seems logical that the traffic impact would be less. However, there was not a traffic impact study completed.

Comments: Mr. Kline expressed his opinion that until a final configuration of the development is established, due to moving entrances and exits around on the property, the traffic impact should not be considered until the site plan stage. Mr. Miller expressed his opinion that because the number of dwelling units was reduced, by half, logically you would assume there would be less traffic; therefore, a new traffic study should not be required.

- **School adequacy** – Ms. Baker provided charts within her staff report delineating the number of students for each school district affected by proposal #3 using current pupil generation rates. Currently, looking strictly at the enrollment base compared to the State rated capacity, all schools are adequate. This is a very rudimentary analysis and does not include an analysis of previous development in the area or

These minutes have not been approved by the Planning Commission.

developments in the pipeline within these school districts. If these developments are also considered, most of the schools would be close to capacity.

In conclusion, staff did not provide a cumulative recommendation; however, recommendations were made on each individual point received from the Circuit Court. Given all the facts provided and testimony given, the Planning Commission must determine if this was a major or minor change to the development plan.

The Planning Commission members agreed that they need additional time to consider these points and that the discussion should be continued at the September meeting.

Motion: Ms. Shank made a motion to adjourn the public hearing at 8:30 p.m. The motion was seconded by Mr. Miller and so ordered by the Chairman.

The Chairman re-convened the regular meeting at 8:30 p.m.

Update of Projects Initialized

Ms. Kinzer provided a written report for land development plan review projects initialized during the month of June including three site plans and three preliminary/final plats.

ADJOURNMENT

Mr. Goetz made a motion to adjourn the meeting at 8:35 p.m. The motion was seconded by Commissioner Wagner and so ordered by the Chairman.

UPCOMING MEETINGS

1. September 8, 2025, 6:00 p.m. – Washington County Planning Commission regular meeting

Respectfully submitted,

David Kline, Chairman



Agenda Report Form

Open Session Item

SUBJECT: Agenda Item Discussion and Consensus Vote: Application for Zoning Text Amendment RZ-25-005, Accessory Dwelling Units

PRESENTATION DATE: October 14, 2025

PRESENTATION BY: Travis Allen, Senior Planner, Department of Planning and Zoning

RECOMMENDED MOTION: The purpose of this agenda item is to reach a consensus to either approve or deny the applicant's request to amend text in the Zoning Ordinance.

REPORT-IN-BRIEF: Application is being made to amend several sections of the Zoning Ordinance to permit the creation of a new housing type in the County, Accessory Dwelling Units (ADU).

DISCUSSION: The purpose of this text amendment is to permit, by right, the creation of one ADU per lot, tract or parcel in conjunction with the principal use on a given property. Within specified conditions designed to limit their impact on neighborhood character, ADUs would be allowed in rural zoning districts (A(R), EC, P, RV, RB) as well as urban zoning districts (RT, RS, RU, RM, BL, BG, HI).

This item was presented to the Washington County Planning Commission at a Public Information Meeting held during their regular meeting on April 7, 2025. It was then brought back for recommendation at the May 5, 2025 meeting, where the members recommended approval of the proposed amendments, with the caveat that the size limit of ADUs be increased to a maximum size of 1,500 square feet. Staff had originally proposed a 1,000 square foot limit. A Public Hearing before the Board of County Commissioners of Washington County was held on August 25, 2025.

FISCAL IMPACT: N/A

CONCURRENCES: Washington County Planning Commission

ALTERNATIVES: N/A

ATTACHMENTS: Staff Report and Analysis
Proposed Text Amendments
Planning Commission Recommendation
Planning Commission Minutes

AUDIO/VISUAL NEEDS: none

**WASHINGTON COUNTY ZONING ORDINANCE
STAFF REPORT AND ANALYSIS**

ARTICLES 3, 4, 7A, 8, 9, 10, 11, 12, 19, 19C, 22, 28A

Proposal: Application is being made to amend several sections of the Zoning Ordinance to permit the creation of a new housing type in the County, Accessory Dwelling Units (ADU).

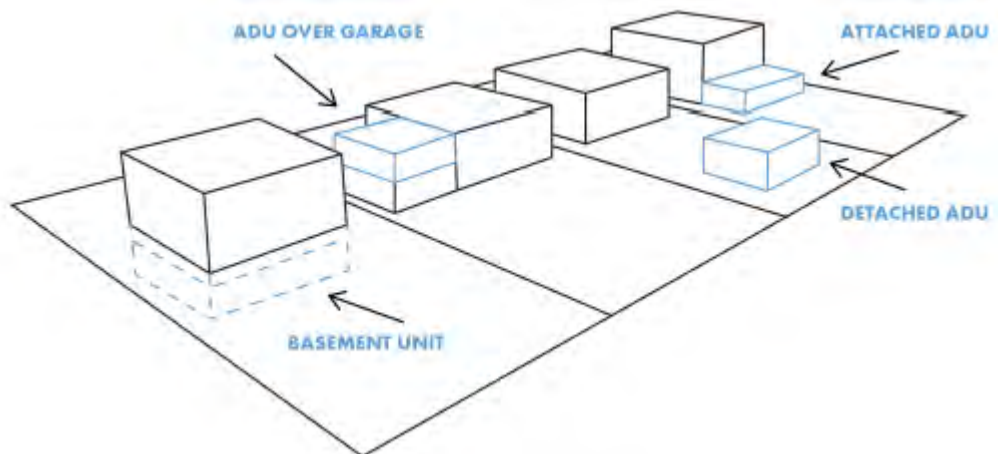
Staff Report Summary: The purpose of this text amendment is to permit, by right, the creation of one ADU per lot, tract or parcel in conjunction with the principal use on a given property. Within specified conditions designed to limit their impact on neighborhood character, ADUs would be allowed in rural zoning districts (A(R), EC, P, RV, RB) as well as urban zoning districts (RT, RS, RU, RM, BL, BG, HI).

Analysis:

The proposed amendment seeks to provide a legal pathway to the creation of a new housing type, Accessory Dwelling Units, to address the need for more affordable housing in the county. According to Census data included in our ongoing Comprehensive Plan update, nearly 30% of owners and 50% of renters devoted more than 30% of their monthly household income to housing costs in Washington County in 2020. The 30% figure is a standard measure in demographic data research for determining the affordability of housing to households in a given jurisdiction.

Accessory Dwelling Unit is a broad term that refers to a smaller, self-contained residential dwelling that is located on the same parcel as a primary, larger residential dwelling, typically a single-family home. The term ADU is often interchangeably used with other common names, such as in-law/mother-in-law suites, granny flats, secondary dwelling units, casitas and carriage units. ADUs can be created in variety of ways (see image below). An ADU can be an internal portion of the primary dwelling that is converted into a separate, smaller unit, such as a basement unit, a sheltered garage or an attic. ADUs can also be created through the rehabilitation of an existing/construction of a new external structure that could be detached or attached to the primary dwelling.

ADU Examples



To create this new housing type, while also protecting neighborhood character the proposed amendments include the following conditions:

- Owners would be limited to one ADU per lot, tract or parcel in conjunction with the principal permitted use.
- Neither attached or detached ADUs would be permitted on lots containing semi-detached, townhouse or multi-family dwellings.
- In commercial zoning districts, only one attached ADU would be permitted per lot.
- To ensure that ADUs are subordinate to the principal dwelling on the property, they are proposed to be limited in size to no more than 75 percent of the gross floor area (GFA) of the primary dwelling unit or 1000 square feet of GFA, whichever is less. ADUs greater than 1000 square feet would be prohibited.
- ADUs must meet the underlying bulk requirements of the zoning district in which they are located, including setback, height, and building lot coverage standards.
- The principal and accessory dwelling units would be required to remain in common ownership and not be subdivided from each other.
- ADUs are intended to serve ongoing housing needs of county residents. The use of ADUs for short term rentals would not be permitted.
- Travel trailers would not be permitted for use as an ADU.
- Additional considerations are detailed in the proposed zoning amendments.

Primarily, the amendments seek to enable ADUs to be created where single-family housing is permitted by zoning. Additionally, however, the amendments also seek to enable the ability to create one attached ADU in select commercial zoning districts. This would permit the creation of mixed-use buildings where housing and commercial space occupy different floors or portions of the same building, promoting more efficient land use patterns. This effort is part of a multi-pronged strategy to promote more mixed-use opportunities in ongoing our Comprehensive Plan update.

Staff Recommendation:

To craft the language in the proposed text amendments, we have done extensive research of best practices of ADUs in Maryland and around the country. We have also convened a working group in the Department of Planning and Zoning which has conducted wide-ranging discussions on the topic. These meetings have included the solicitation of input from the Department of Permits and Inspections to understand the building code implications of creating this new housing type.

Without a legal pathway in place to pursue this housing type, it leaves open the possibility that property owners will create these units without proper permits, thereby constructing additional dwelling units that do not meet the building code and are a risk to public health and safety.

Interest in ADUs is presently very high – at a local level among residents, community leaders and housing professionals; in State government, and throughout the rest of the Country as well. Many states and local jurisdictions have already passed legislation authorizing ADUs, including several in Maryland. To that end, there is legislation pending at the State level which may require local jurisdictions to authorize ADUs in most places where single-family housing is allowed. Our proposed amendments address the proposed language that we've seen to a substantial degree. Accordingly, staff recommends approval of this text amendment with the conditions proposed in the report and application materials.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Travis Allen', is positioned above the printed name.

Travis Allen
Senior Planner

ZONING ORDINANCE FOR
WASHINGTON COUNTY, MARYLAND

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A(R)-Agriculture (Rural)
 EC-Environmental Conservation
 P-Preservation
 RV-Rural Village
 RB-Rural Business
 IM-Industrial Mineral

Section 3.3 Land Use Regulations

Table No. 3.3(1)^{6 7}
TABLE OF LAND USE REGULATIONS
(RURAL AREA USES)

LAND USES	A(R)	EC	P	RV	RB	IM	Intensity of Use
A. Accessory							
Guest house in an accessory building	SE	SE	SE	SE	N	N	N/A
Private stables as defined in Article 28A shall be subject to the requirements set forth in Article 4 Section 4.13	A	A	A	A	A	N	N/A
Swimming pools, tennis and other similar courts and other recreational facilities, when accessory to a residence	A	A	A	A	A	N	N/A
Uses and structures customarily accessory and incidental to any principal permitted use or special exception, including business signs pertaining to "use on the premises" (provided, that such signs are located as regulated in Section 22.2.), and a single-family dwelling unit in the same building with a principal use	A	A	A	A	A	A	N/A
<u>Accessory Dwelling Units shall be subject to the requirements set forth in Article 4.27 and Article 22 Division I.</u>	<u>A</u>	<u>A</u>	<u>A</u>	<u>A</u>	<u>A</u>	<u>N</u>	<u>N/A</u>

P-Permitted
 SE-Special Exception
 A-Accessory
 N-Not Permitted

ARTICLE 4 GENERAL PROVISIONS

Section 4.10 Accessory Structures and Uses²⁷

- (a) Generally. Except as otherwise restricted by this Ordinance, customary accessory structures and uses shall be permitted in any district in connection with the principal permitted use within such district.
- (b) Use limitations. In addition to the other requirements of this Ordinance, an accessory use shall not be permitted unless it strictly complies with the following:
 - 1. No accessory structure shall be used for living quarters, the storage of contractors' equipment, the storage of animals, or the conducting of any business unless otherwise provided in this Ordinance.
 - 2. No accessory use or structure shall be established on any lot prior to substantial completion of the construction of the principal structure.
 - 3. No accessory use or structure, except fences, shall be located within any recorded easement area.
 - 4. Any detached accessory structure shall be separated from other principal and accessory structures in compliance with the Washington County Building Code.
 - 5. In all districts wherein single-family and two-family dwellings are permitted, accessory structures shall not be located closer to public or private road right-of-way or rear lot line than the side yard requirements for a single-family or two-family dwelling in that district, except as provided in Section 23.5(b).

5.(c) Accessory Dwelling Units. Permitted in accordance with Section 4.27.I

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²³ Revision 15, Section 4.8 amended 9/19/06 (RZ-06-007/ORD-06-09)
²⁴ Revision 18, Section 4.8 amended 10/11/16 (RZ-13-003/ORD-2016-18)
²⁵ Revision 15, Section 4.9 amended 9/19/06 (RZ-06-007/ORD-06-09)
²⁶ Revision 18, Section 4.9 amended 10/11/16 (RZ-13-003/ORD-2016-18)
²⁷ Revision 16, Section 4.10 amended 8/4/09 (RZ-09-001/ORD-09-08)

Section 4.27 Accessory Dwelling Units

- a. Generally. Except as otherwise restricted by this Ordinance, an accessory dwelling unit (ADU), as defined in Article 28A, shall be permitted by right in connection with a principal permitted use within A(R), EC, P, RV, RT, RS, RU, RM, RB, BL, BG HI zoning district.
- b. Use limitations. In addition to the other requirements of this Ordinance, an accessory use shall not be permitted unless it strictly complies with the following:
 1. ADUs may be constructed: within an existing or proposed single-family detached dwelling; within an addition to the principal dwelling unit; or be located in a detached accessory unit or structure.
 2. Only one ADU may be created per lot.
 - i. One detached ADU is permitted on a lot containing a two-family (duplex) dwelling. An attached ADU is not permitted on a duplex lot.
 - ii. Neither attached or detached ADUs are permitted on lots containing semi-detached, townhouse or multi-family dwellings.
 - iii. In commercial zoning districts, only one attached ADU is permitted per lot.
 3. In accordance with Article 22 Division I, one parking space must be provided for the ADU in addition to any required on-site parking spaces for the principal dwelling. Lawful on-street parking may be utilized to meet this requirement.
 - i. This requirement is waived for any lot within ½ mile of a transit stop.
 4. The maximum footprint of an Accessory Dwelling Unit, in combination with other structures on the site, is limited by the total lot coverage limit in the underlying zone and the maximum gross floor area of the unit; and
 - i. An accessory dwelling unit may be no more than 75 percent of the gross floor area (GFA) of the primary dwelling unit or 1000 square feet of GFA, whichever is less. ADUs greater than 1000 square feet are strictly prohibited.
 - ii. If the basement or attic is used for the attached ADU, the gross floor area for the attached ADU may equal the square footage area of the basement or attic.
 5. Unless modified by the use standards for an Accessory Dwelling Unit, an Accessory Dwelling Unit must comply with the setback, height, and building lot coverage standards of an accessory structure in the underlying zone.
 6. An ADU shall not be considered a dwelling unit for purposes of residential

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density calculations.

7. The principal and accessory dwelling units shall remain in common ownership and shall not be subdivided from each other.

8. ADUs are intended to serve ongoing housing needs of county residents. The use of ADUs for short term rentals, as defined in Article 28A, is not permitted.

9. Travel trailers are not permitted for use as an ADU.

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ARTICLE 7A "RT" RESIDENTIAL, TRANSITION DISTRICT⁷⁵

Section 7A.3 Accessory Uses⁷⁷

- (a) Accessory buildings and uses customarily incidental to any principal permitted use or authorized special exception use.
- (b) Incidental home or farm occupations.
- (c) Guest house in an accessory building.
- (d) Swimming pools, tennis, and other similar courts when accessory to a residence.
- (e) Private stables as defined in Article 28A shall be subject to the requirements set forth in Article 4, Section 4.13.
- (f) Accessory Dwelling Units shall be subject to the requirements set forth in Article 4.27 and Article 22 Division I.

ARTICLE 8 "RS" RESIDENTIAL, SUBURBAN DISTRICT⁷⁹

Section 8.3 Accessory Uses⁸³

- (a) Accessory buildings or uses customarily incidental to any principal permitted use or authorized conditional use.
- (b) Swimming pools, tennis and other similar courts when accessory to a residence.
- (c) Accessory Dwelling Units shall be subject to the requirements set forth in Article 4.27 and Article 22 Division I.

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ARTICLE 9 "RU" RESIDENTIAL, URBAN DISTRICT⁸⁵

Section 9.3 Accessory Uses

- (a) Accessory buildings and uses customarily incidental to any principal

permitted use or authorized special exception use.

(b) Incidental home occupations.

(c) Swimming pools, tennis, and other similar courts when accessory to a residence.

(d) Accessory Dwelling Units shall be subject to the requirements set forth in Article 4.27 and Article 22 Division I.

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ARTICLE 10 "RM" RESIDENTIAL, MULTI-FAMILY DISTRICT⁹¹

Section 10.3 Accessory Uses

Accessory buildings and uses customarily incidental to any principal use or authorized special exception use.

Accessory Dwelling Units shall be subject to the requirements set forth in Article 4.27 and Article 22 Division I.

ARTICLE 11 "BL" BUSINESS, LOCAL DISTRICT⁹⁷

Section 11.2 Accessory Uses.

(a) Uses and structures customarily accessory and incidental to any permitted principal use or authorized conditional use, including a single-family dwelling unit in the same building with a principal use.

(b) Accessory Dwelling Units shall be subject to the requirements set forth in Article 4.27 and Article 22 Division I.

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ARTICLE 12 "BG" BUSINESS, GENERAL DISTRICT⁹⁹

Section 12.3 Accessory Uses

(a) Uses and structures customarily accessory and incidental to any principal permitted use or authorized conditional use, including business signs pertaining to "use on the premises" (provided, that such signs are located as regulated in Section 22.23), and a single-family dwelling unit in the same building with a principal use.

(b) Accessory Dwelling Units shall be subject to the requirements set forth in Article 4.27 and Article 22 Division I.

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ARTICLE 19 "HI" HIGHWAY INTERCHANGE DISTRICT¹²⁴

Section 19.4 Accessory Uses

Uses and structures customarily accessory and incidental to any Principal Permitted or Special Exception Use.

Accessory Dwelling Units shall be subject to the requirements set forth in Article 4.27 and Article 22 Division I.

ARTICLE 19C - "SPECIAL ECONOMIC DEVELOPMENT DISTRICT"¹²⁹

Section 19C.4. Accessory Uses

Uses and structures customarily incidental and subordinate to any Principal Permitted or Special Exception Use.

Accessory Dwelling Units shall be subject to the requirements set forth in Article 4.27 and Article 22 Division I.

ARTICLE 22 SPECIAL PROVISIONS

DIVISION I OFF-STREET PARKING AND LOADING AREA REQUIREMENTS¹⁴⁶

Section 22.12 Off-Street Parking Requirements

(a) Customer/Visitor Parking

1. **Minimum Spaces Required.** Parking for employees, customers and/or visitors shall be provided in accordance with the following table. All fractions of spaces shall be rounded up to the next whole integer. If a specific use is not listed, the Zoning Administrator shall have the right to determine the required off-street parking requirements, based on the most similar use(s) listed.

Land Use	Parking Required
<u>Residential, Accessory Dwelling Unit</u>	<u>1 parking space per lot for the ADU in addition to any required on-site parking spaces for the principal dwelling. Exceptions to this requirement are specified in Article 4.27.</u>
Residential, Single & Two-Family	2 spaces per dwelling unit excluding garage space
Residential, Multi-Family	2 spaces per dwelling unit excluding garage space; plus overflow/visitor parking outlined in 22.12(b). ⁴¹⁴⁷

ARTICLE 28A - DEFINITIONS²¹¹

Section 28A.0 Purpose

For the purpose of this Ordinance, certain terms or words used herein shall be interpreted as follows:

The word "person" includes a firm, association, organization, partnership, trust, company, or corporation as well as an individual. The present tense includes the singular. The word "shall" is mandatory; the word "may" is permissive. The words "used for" shall include "arranged for", "designed for", "intended for", "maintained for", "constructed for", or "occupied for." The word "lot" includes the words "plot" or "parcel." Words or terms not specifically defined below shall have the definition provided in a standard dictionary.

Accessory Dwelling Unit:

A second subordinate dwelling unit that is located on the same lot, tract or parcel as the principal dwelling. The ADU shall provide complete, independent living facilities for one or more persons including sleeping, eating, cooking, and sanitation facilities.

Accessory Use or Structure:

A Use or Structure on the same premises with, and of a nature customarily incidental and subordinate to, the principal use or structure.

Dwelling:

A building containing one or more dwelling units. The term "dwelling" or any combination thereof shall not be deemed to include hotel, rooming house, motel, clubhouse, hospital, or other accommodations used for more or less transient occupancy.

- A. Dwelling, Detached: A dwelling that is not attached to any other dwelling by any means.
- B. Dwelling, Group ("Condominium"): A building, or group of buildings consisting only of dwelling units that occupy a single parcel of land in one ownership and have any yard or service area in common.
- C. Dwelling, Multiple-Family ("Apartment"): A building containing three or more dwelling units.
- D. Dwelling, Semi-Detached: One of two buildings arranged or designed as dwelling units, located on abutting lots, separated from each other by a party wall, without openings, extending from the cellar floor to the highest point of the roof along the dividing lot line, and separated from any other building or structures by space on all sides.
- E. Dwelling, One-Family: A building containing not more than one dwelling

unit and not occupied by more than one family and is not attached to any other dwellings by any other means.

- F. Dwelling, Town House: A one family dwelling in a series of three or more attached dwelling units, each with its own access points, located side by side, and separated from one another by continuous vertical party walls without openings from basement floor to roof.
- G. Dwelling, Two-Family ("Duplex"):~~A building located on one zoning lot containing not more than two dwelling units, arranged one above the other or side by side, and not occupied by more than two families. A building containing two (2) dwelling units only, neither of which is an accessory dwelling unit, and each of which is separated from each other by a party wall, without openings, extending from the cellar floor to the highest point of the roof.~~

Dwelling Unit:

~~One or more rooms in a residential building or in a mixed building, which are arranged, designed, used or intended for use by one or more persons living together and maintaining a common household, and which include lawful cooking space and lawful sanitary facilities reserved for the occupants therefor.~~

A single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.



DEPARTMENT OF PLANNING & ZONING
COMPREHENSIVE PLANNING | LAND PRESERVATION | FOREST CONSERVATION | GIS

May 14, 2025

RZ-25-005

APPLICATION FOR TEXT AMENDMENT
PLANNING COMMISSION RECOMMENDATION

RECOMMENDATION

On April 7, 2025, the Washington County Planning Commission held a public input meeting to consider a text amendment to Articles 3, 4, 7A, 8, 9, 10, 11, 12, 19, 19C, 22 and 28A of the Washington County Zoning Ordinance to permit the creation of a new housing type in the County: Accessory Dwelling Units (ADUs).

The Planning Commission took action at its May 5, 2025 regular meeting to recommend approval of the proposed text amendment to the Board of County Commissioners. A copy of the application, proposed text, the Staff Report and Analysis prepared by the Department of Planning & Zoning, minutes of the April 7, 2025 public input meeting and draft, unapproved minutes of the May 5, 2025 meeting are attached.

Respectfully submitted,

Jill L. Baker, AICP
Director, Washington County Department of
Planning & Zoning

JLB/KS/dse

Attachments

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**WASHINGTON COUNTY PLANNING COMMISSION
REZONING PUBLIC INPUT MEETING AND REGULAR MEETING
April 7, 2025**

The Washington County Planning Commission held a rezoning public input meeting and its regular monthly meeting on Monday, April 7, 2025 at 6:00 p.m. at the Washington County Administrative Complex, 100 W. Washington Street, Room 2000, Hagerstown, MD.

CALL TO ORDER AND ROLL CALL

The Chairman called the rezoning public input meeting to order at 6:00 p.m.

Planning Commission members present were: David Kline, Jeff Semler, Denny Reeder, Jay Miller, Terrie Shank (arrived at 6:25 p.m.), and Ex-officio County Commissioner Randy Wagner. Staff members present were: Washington County Department of Planning & Zoning: Jill, Baker, Director; Jennifer Kinzer, Deputy Director; Travis Allen, Senior Planner; Kyla Shingleton, Comprehensive Planner; Scott Stotelmyer, Planner; and Debra Eckard, Office Manager.

REZONING PUBLIC INPUT MEETING

Myron and Hazel Horst [RZ-25-001]

Staff Presentation

Mr. Allen presented a piecemeal rezoning map amendment application for property located at 6821 Sharpsburg Pike. The applicant is requesting the application of the Rural Business (RB) floating zone to 1.68 acres of a 10.7 acre parcel. The parcel is currently zoned Preservation (P) with the Antietam Overlay 2 (AO-2) zone over top. The property contains a single-family dwelling, a barn, and an accessory structure currently being used as a garage/office building. The accessory structure was originally permitted in 2020 as an agricultural support building for farm operation purposes. The applicant now wants to use the structure as a tire repair shop. The property is encumbered with a permanent easement from the Maryland Environmental Trust (MET) established in 1997. Mr. Allen explained the purpose of the Rural Business zoning district and the criteria that must be met in order to apply this zone to land as it is stated in the County's Zoning Ordinance.

In addition to the rezoning application, a preliminary site plan will be required outlining the uses proposed on the property. If the RB zoning is approved, only the specified use is permitted and applies only to the portion of the lot specified on the application (1.68 acres). Any changes to the use, intensity or area would need to be reviewed by the Planning Commission and could possibly require a new public hearing. If the property is sold, the RB floating zone would convey with the property in perpetuity until the property owner requests its removal.

Mr. Allen noted that the subject parcel is located within ¼ mile of the Antietam Battlefield and lies within the AO-2 zoning district, which is an approach buffer to the Battlefield. The AO-2 zone is designed to regulate the exterior appearance of all commercial/non-residential uses (excluding farm structures) to preserve the historic character of the road corridor on the approach to the Battlefield. The zone extends 1000 feet on each side of road's centerline.

Mr. Allen explained that the MET easement is to preserve the scenic, cultural, rural, historical, archaeological, agricultural, wetland and woodland character of the property. It is designed to prevent the use or development of the property for any purpose that would conflict with the maintenance of its open space condition and protecting the landscape and viewshed of the Antietam Battlefield. The easement restricts commercial uses except those that can be performed in existing buildings. The property deed does not reference the MET easement.

This request was distributed to various agencies with the Historic District Commission (HDC) providing the following comments. The HDC did not review the permit application for the agricultural structure in 2020 because the building was constructed as a farm structure. There is another active RB use located at 6741 Sharpsburg Pike, which is minimally visible from the road and is buffered by significant forest cover, where the subject property has none. The HDC believes that the proposed use does not appear consistent with the language of the MET easement. The HDC also believes that if the use is restricted to the building and the minimal parcel area defined in the application, the proposed use would not be in conflict with the AO-2 overlay zone. The HDC's preference would be to minimize areas where floating zones (RB for instance) interact with overlays (such as the AO-2) in areas where resource protection should be a priority.

MET was contacted regarding this application and its appropriateness of the proposed use. MET stated that because the deed does not explicitly indicate that commercial uses are limited to buildings that existed at the time the easement was established, the use would be allowed in the existing structure as long as the exterior appearance is not changed and materials are stored out of sight. It would be MET's preference that commercial uses unrelated to agriculture are not established on the property; however, zoning is not within their jurisdiction.

Staff recommends that the Commission considers the compatibility of the proposed use in the context of its location in immediate proximity to the Battlefield alongside the specific nature of the use. The proposed use is low intensity and would likely have a minimal impact on the surrounding neighborhood. The property is however in the AO-2 zone which is meant to protect the scenic character of the area approaching the Battlefield. And lastly, the structure in which the proposed use would be located was approved as an agricultural structure and not for a commercial use.

Mr. Allen noted that one written comment was received in support of this request.

Applicant's Presentation

Mr. Noel Manolo of Offit Kurman (legal counsel) and Mr. Myron Horst (the applicant) were present at the meeting. Mr. Manolo explained that the proposed use would support agricultural operations and agricultural users. Services would be rendered inside the building; there would be no outdoor operations. The applicant is not proposing any signage to advertise the business.

Mr. Manolo stated that all of the structures were existing when Mr. Horst purchased the property and the MET easement was established by the previous owner. While the MET easement does restrict industrial or commercial activities other than farming, silviculture and horticulture with the exception of activities that can be conducted in existing structures without alteration of the exterior appearance, Mr. Manolo believes that MET wants property owners to have viable use of their property. He also believes that the proposed use is in service of and related to agricultural activities.

Mr. Manolo noted that Mr. Horst previously appeared before the Planning Commission for a change of use application on the RB zoned property located at 6741 Sharpsburg Pike (just south of the subject property). The use at that property was a truck repair and excavating business. On May 3, 2021, the Planning Commission determined that the proposed use (a tire repair facility) would be a minor change. Unfortunately, negotiations were not successful and the property was sold to someone else.

Citizen Participation

- Erin Planck, 6741 Sharpsburg Pike, Hagerstown, MD – Ms. Planck stated they are not opposed to the proposed rezoning. However, because there is no signage for the business and a new driveway has been constructed, there has been a lot of traffic and confusion with people coming to their property looking for the tire repair business. Ms. Planck asked if a directional sign for the tire shop could be installed.

Ms. Baker stated that the County cannot require signage to be installed; however, if they choose to put up a sign, it would need to be shown on the site plan and meet all setback requirements specified in the Zoning Ordinance. Mr. Allen noted that the Historic District Commission would have review authority of the sign because the property is located within the AO-2 overlay.

Applicant's Rebuttal

Mr. Manolo introduced Mr. Fred Frederick of Frederick, Seibert & Associates, the consultant. Mr. Manolo believes Mr. Horst would be willing to install a directional sign in accordance with all County regulations, in order to keep customers and delivery drivers from going to the Planck's property.

Mr. Frederick stated that MET wrote a letter on August 3, 2022 allowing this use with guidance on signage. A copy of the letter was submitted for the record and distributed to all Commission members. MET stated that signs may be 4-feet by 4-feet (maximum) and preferably be located on the structure used for the business. However, the business is located a measurable distance from the roadway and would not be seen from the road. When the driveway was relocated, a new address was not obtained from the County. Mr. Frederick stated he would work with the County to correct this issue and to get a directional sign installed.

Recommendation

Motion and Vote: Mr. Semler made a motion to recommend approval of the request to the Board of County Commissioners. The motion was seconded by Mr. Miller and unanimously approved with Ms. Shank and Commissioner Wagner abstaining from the vote.

Halfway Houses and Group Homes Text Amendment [RZ-25-002]

Ms. Shingleton presented a proposed text amendment regarding halfway houses and group homes. Halfway houses are typically established as transitional homes for individuals leaving institutions, such as correctional and mental institutions as well as in-patient substance treatment centers. Halfway houses help individuals to transition back into normal life through various programs. Group homes are similar but they provide a more permanent home for individuals with disabilities that need daily assistance. Group homes provide various programs and job assistance similar to halfway houses. In 2015, Maryland adopted zoning regulations that allow halfway houses and group homes to be established in single-family and multi-family zoning districts depending on their size. A small group home may accommodate 4 to 9 adults while a large group home may accommodate 10 to 16 adults. A small halfway house may accommodate 4 to 8 adults while a large halfway house may accommodate 9 to 16 adults. Small group homes and small halfway house would be permitted in areas zoned for single-family homes which include the RT, RS, RU, RM and SED zoning districts. Large halfway houses and large group homes will be permitted in the RM and SED zoning districts. In the rural areas, all group homes and halfway houses will be permitted in the A(R), EC, P and RV zoning districts, but they will not be permitted in the RB or IM zoning districts.

The County's Zoning Ordinance does not currently include language for halfway houses; however, there is language for a transitional care facility. Staff is proposing to remove the transitional care facility definition and add halfway houses and group homes in the definitions section of the Ordinance. State legislation states that halfway houses and group homes are not subject to any special exceptions or conditional uses or any difference in zoning or setbacks.

Discussion and Comments: Ms. Shank asked if the State has provided definitions for a halfway house and group homes. Ms. Shingleton explained that the State only provided the definition for a halfway house. Ms. Baker stated we are using examples of group home definitions from around the State. Ms. Shank would like the definition to be clearer to include both adults and juveniles, with or without disabilities.

Non-conforming Uses Text Amendment [RZ-25-003]

Ms. Shingleton presented an application to amend Section 4.3 of the Washington County Zoning Ordinance regarding non-conforming uses. Staff is proposing to add a section to the Ordinance relative to the abandonment of a non-conforming use. Ms. Shingleton noted that a non-conforming use is considered abandoned when the use has ceased for a period of six months. In order to disprove the abandonment, tangible evidence that the property was not abandoned would be required. For example, if the business maintained its valid liquor license during this time, this shows clear intent of the owner to reopen the business.

Ms. Baker explained that a non-conforming use is not a permitted use in the zoning district in which it is located. Currently, there is no definition of cessation in the Zoning Ordinance. Ms. Baker explained that case law has been brought to staff's attention that a property keeps its non-conforming use until such time as the owner shows intent to abandon the use. She briefly explained the difference between tangible and subjective intent.

Motion and Vote: Ms. Shank made a motion to recommend approval of the text amendment to the Board of County Commissioners as presented. The motion was seconded by Mr. Miller and unanimously approved with Commissioner Wagner abstaining from the vote.

Manufactured/Modular Homes Text Amendment [RZ-25-004]

Ms. Shingleton presented a proposed text amendment regarding manufactured/modular homes. She explained that staff is proposing to update the definition of modular homes in the Zoning Ordinance. She further explained that the definition of manufactured homes is replacing the definition of mobile homes. Therefore, any mention of mobile homes in the Zoning Ordinance will be replaced with manufactured homes. State House Bill 538, which became effective January 1, 2025, provides for affordable housing in any zoning district where a single-family home is permitted. The Real Property Article of the State of Maryland requires manufactured homes to be converted to real property; therefore, they must be affixed to a permanent foundation and must be titled to the landowner.

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Motion and Vote: Mr. Semler made a motion to recommend approval of the text amendment to the Board of County Commissioners as presented. The motion was seconded by Mr. Reeder and unanimously approved with Commissioner Wagner abstaining from the vote.

Accessory Dwelling Units Text Amendment [RZ-25-005]

Mr. Allen presented a proposed text amendment to amend several sections of the Zoning Ordinance to allow a new housing type: accessory dwelling units (ADUs). An accessory dwelling unit is a broad term that refers to a smaller, self-contained residential dwelling that is located on the same parcel as a primary, larger residential dwelling (typically a single-family home). An ADU may be attached, detached, new construction, conversion of an existing building, etc. The purpose of this amendment is to address the need for more affordable housing within the County. Staff is proposing to add a new section to Article 4 of the Zoning Ordinance. Section 4.27 would permit, by right, the creation of one ADU per lot in conjunction with the principal permitted use on the property. ADUs would be permitted in both urban and rural zoning districts and would include: A(R), EC, P, RB, RV, RT, RS, RU, RM, BL, BG and HI districts. ADUs would be permitted in commercial zoning districts in order to accommodate mixed use opportunities in selected areas of the County as recommended in the County's draft Comprehensive Plan.

Mr. Allen explained that staff is proposing to allow both attached and detached ADUs on single-family homes; two-family or duplex dwellings would only be allowed to have a detached ADU; semi-detached, townhouse or multi-family dwellings you could have either an attached or detached ADU; and commercial zoning districts would be permitted to have only attached ADUs. One additional parking space would be required for the ADU; however, if legal street parking is available or if the property is located within ½ mile of a transit facility, the parking requirement could be waived.

Staff is proposing that the ADU is no more than 75% of the gross floor area of the primary dwelling unit or 1,000 square feet of gross floor area, whichever is less. Garage conversions may be handled differently. Bulk requirements should meet the standards set forth for the zoning district in which the property is located. The ADUs will not be included in residential density calculations. ADUs may not be subdivided from the principal dwelling unit; they must remain in common ownership. Short-term rentals and travel trailers would be prohibited.

Mr. Allen discussed the proposed definitions for accessory dwelling units and the two-family and duplex dwelling units. Without a legal pathway to create these housing types, there is the possibility that property owners will create these units without permits, thereby constructing additional dwelling units that do not meet building code and risk public health and safety. The State is proposing legislation that will most likely require the allowance of ADUs.

Discussion and Comments: There was a brief discussion regarding addressing for the ADUs. Ms. Kinzer stated that a separate, detached structure will be required to have a separate address. A determination will be made on each attached dwelling unit moving forward depending upon the circumstances.

There was a brief discussion regarding the maximum square footage requirement. Mr. Miller expressed his concern regarding the 1,000 sq. ft. maximum requirement. Ms. Baker explained the rationale staff used to arrive at that decision. The ADU is supposed to be "subordinate to" the primary structure and, more importantly, we are trying to achieve affordable housing. Mr. Travis also noted that because ADUs will be permitted in commercial districts where the size of the principal unit can be much larger than a single-family home there should be a maximum square footage requirement. He suggested that any proposed ADU that exceeds the 75% gross floor area requirement could request a special exception through the Board of Zoning Appeals. Commission members liked that suggestion and asked staff to draft new language to include the special exception. Ms. Baker still believes there should be a mechanism to temper the square footage maximum in the residential districts.

Public Comment: Mr. Gordon Poffenberger, 981 Mt. Aetna Road, Hagerstown stated that he agrees with the size limitations because this is to be an accessory structure, not another primary residence. He asked if the ADUs will be exempt from APFO fees. Staff is proposing that these units be exempt from APFO fees and excise tax.

This amendment will be brought back at the May meeting with changes as discussed.

Motion: Mr. Reeder made a motion to adjourn the rezoning public input meeting at 7:47 p.m. The motion was seconded by Ms. Shank and so ordered by the Chairman. The Chairman then called the regular meeting of the Washington County Planning Commission to order.

NEW BUSINESS

MINUTES

Motion and Vote: Mr. Reeder made a motion to approve the minutes of the March 3, 2025 Planning Commission regular meeting as presented. The motion was seconded by Mr. Semler and unanimously approved.

Motion and Vote: Ms. Shank made a motion to approve the minutes of the March 17, 2025 Planning Commission workshop meeting as presented. The motion was seconded by Mr. Miller and unanimously approved.

ORDINANCE MODIFICATIONS

Daniel C. Davison [OM-25-003]

Ms. Kinzer, on behalf of Ms. Wagner-Grillo, presented an ordinance modification request for property located at 14000 Heavenly Acres Ridge which is currently zoned EC (Environmental Conservation). The request is to reduce the 50-foot side yard setback to 15 feet on the north side lot and to 40-feet on the south side lot. The current setbacks in the EC zoning district are 40-feet in the front yard, 15-feet on the side yard, and 50-feet on the rear yard. The proposed setbacks are not below the residential setbacks in a normal EC zone; however, this property has an agricultural assessment.

Motion and Vote: Mr. Miller made a motion to approve the modification request as presented. The motion was seconded by Mr. Reeder and unanimously approved.

SUBDIVISIONS

Elmwood Farm Revised Section 5D [PP-24-002]

Mr. Stotemyer presented a preliminary plat for Section 5D of Elmwood Farms located at parcel 1081 off of Lappans Road in Williamsport. The property is currently zoned RS (Residential Suburban). The site will be accessed from Lappans Road as well as Kendle Road. Public water will be provided by the City of Hagerstown and public sewer will be provided by Washington County. Forest Conservation requirements were previously addressed. All agency approvals have been received.

Motion and Vote: Mr. Semler made a motion to approve the preliminary plat as presented. The motion was seconded by Mr. Reeder and unanimously approved.

The Village at Valentia Ridge Lots 1 - 150 [PP-23-001]

Mr. Stotemyer presented a request for a one-year extension for the preliminary plat of The Village at Valentia Ridge Lots 1 – 150. The property is located along the south side of Poffenberger Road and is currently zoned RU (Residential Urban). Justification for this request was provided by the developer. This extension would be good until March 7, 2026.

Motion and Vote: Mr. Reeder made a motion to approve the extension request with a new expiration date of March 7, 2026. The motion was seconded by Ms. Shank and unanimously approved.

FOREST CONSERVATION

Martin Property – Lot 1 [S-23-058]

Mr. Allen presented a request to use the payment-in-lieu option to meet a portion of the forest mitigation requirements for property located at 12440 Burkholder Lane. The property is currently zoned PI (Planned Industrial). There is a 2.8-acre total planting requirement resulting from the subdivision of a 123.41-acre parcel. Article 10 of the Forest Conservation Ordinance lists the preferred sequence of mitigation ranging from the most preferred method of mitigation which is on-site retention to the least preferred which is the payment-in-lieu of planting. The intent of the Ordinance is to accomplish as much mitigation on-site as possible. If the developer is deviating from the preferred sequence, justification is required from a qualified professional. As part of their mitigation efforts, the developer is proposing to put 16 acres of forest under easement on-site; the PIL is only being requested for the remainder of the total mitigation required.

Motion and Vote: Mr. Reeder made a motion to approve the request as presented. The motion was seconded by Mr. Semler and unanimously approved.

OTHER BUSINESS

Update of Projects Initialized

Ms. Kinzer provided a written report for land development plan review projects initialized during the month of February including four site plans.

UPCOMING MEETINGS

1. May 5, 2025, 6:00 p.m. – Washington County Planning Commission regular meeting

ADJOURNMENT

Mr. Semler made a motion to adjourn the meeting at 8:10 p.m. The motion was seconded by Mr. Reeder and so ordered by the Chairman.

Respectfully submitted,



David Kline, Chairman



Agenda Report Form

Open Session Item

SUBJECT: Character Counts! Funding Request and October 2025 Proclamation

PRESENTATION DATE: October 14, 2025

PRESENTATION BY: Carolyn Brooks, Director, Character Counts!

RECOMMENDED MOTION: Move to approve \$3,000 in funding for direct expenses associated with the year-end event (Elementary Youth Celebration) from the Commissioners Contingency Fund.

PROCLAMATION:

WHEREAS, young people will be the stewards of our communities, nation and world in critical times, and the present and future well-being of our society requires an involved, caring citizenry with good character, and;

WHEREAS, concerns about the character training of children has taken on a new sense of urgency as violence by and against youth threatens the physical and psychological well-being of the nation, and;

WHEREAS, more than ever, children need strong constructive guidance from their families and their communities, including schools, youth organizations, religious institutions and civic groups, and;

WHEREAS, the character of a nation is only as strong as the character of its individual citizens, and the community benefits when young people learn that good character counts in personal relationships, in schools and in the workplace, and;

WHEREAS character development is first and foremost, an obligation of families, through efforts by faith communities, schools, and youth, civic and human service organizations also play an important role in supporting family efforts by fostering and promoting good character. Every adult has the responsibility to promote the development of good character.

NOW THEREFORE, we the Board of County Commissioners of Washington County, Maryland, do hereby recognize October 2025 as “CHARACTER COUNTS! Month” and encourage our citizens, schools, business and government to support Washington County’s “CHARACTER COUNTS!” program.



Agenda Report Form

Open Session Item

SUBJECT: Disability Employment Awareness Month Proclamation

PRESENTATION DATE: October 14, 2025

PRESENTATION BY: Board of County Commissioners to Dave Barnhart, Chair, Washington County Disabilities Advisory Committee

REPORT-IN-BRIEF: Proclamation Presentation

WHEREAS, National Disability Employment Awareness Month is an annual recognition of the positive impact of people with disabilities in the American workforce; and;

WHEREAS, persons with disabilities should be offered the opportunity to live and work with dignity, freedom, and economic self-sufficiency. Workplaces that welcome the talents of all people, including people with disabilities, are a critical part of our efforts to build an inclusive community and strong economy, and;

WHEREAS, recognition of the contributions of people with disabilities is an effective way to overcome negative stereotypes and eliminate physical and attitudinal barriers to full participation in all aspects of community life, including education, recreation and employment, and;

WHEREAS, Washington County is committed to ensuring that programs and employment practices effectively serve and benefit people of all abilities to support individual dignity, self-reliance and productive lives for all people.

NOW THEREFORE, we, the Board of County Commissioners of Washington County, Maryland, do hereby proclaim, October 2025 as “National Disability Employment Awareness Month” and urge all citizens to embrace the talents and skills of people with disabilities and to promote the right to equal employment opportunities for all.



Agenda Report Form

Open Session Item

SUBJECT: Bid Award (PUR-1756) Heating, Venting, Air Conditioning and Automatic Temperature Controls Maintenance Services (HVAC/ATC) Services at County Facilities

PRESENTATION DATE: October 14, 2025

PRESENTATION BY: Carin Bakner, CPPB, Buyer – Purchasing Department and Daniel Hixon, Deputy Director Public Works, Building, Grounds and Facilities

RECOMMENDED MOTION: Move to award the Heating, Venting, Air Conditioning and Automatic Temperature Controls Maintenance Services (HVAC/ATC) contract to the responsive, responsible bidder Mechanical Services Industries, of Frederick, MD based on the Total Lump Sum Bid of \$233,255.00 based on the total of all Quarterly Maintenance Service Locations, Hourly Rates, and the Base Bid Formula contained in its bid dated September 2, 2025. The *Total Base Bid* formula included in the bid document for determining the low bidder was as follows:

600 Hours x \$_____ (Regular HVAC Master Labor Rate) Plus 600 Hours x \$_____ (Regular HVAC Journeyman Labor Rate) Plus 250 Hours x \$_____ (Regular HVAC Apprentice Labor Rate) = *Total Base Bid*

The County sets the percentage markup for repair parts and materials billed at cost plus a percentage at fifteen (15%) percent.

REPORT-IN-BRIEF: On September 3, 2025 the County accepted bids for the Heating, Venting, Air Conditioning and Automatic Temperature Controls Maintenance (HVAC/ATC) Services at County Facilities. The Bid notice was listed on the State of Maryland's "*eMaryland MarketPlace Advantage*" and on the County's electronic bidding platform. Three (3) persons/companies registered/downloaded the bid document online. Two (2) bids were received. The contract is a one (1) year contract that is to tentatively commence December 1, 2025 and end November 30, 2026, with an option by the County to renew for up to four (4) additional consecutive one (1) year periods.

The work to be performed under this contract shall consist of performing quarterly inspections, furnishing all materials, labor, supervision, tools, equipment, permits and insurance necessary to service, all controls and equipment for the heating, ventilating and air conditioning systems for the County office buildings and various locations. The Washington County Health Department and Washington County Free Library are included in this contract.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in various departmental budget line item accounts for these services.

CONCURRENCES: Division Director of Public Works

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A

PUR-1756
HVAC & ATC Services

				Mechanical Services Industries Frederick, MD		Mick's Plumbing & Heating Inc. Thurmont, MD	
				Total Price	\$233,255.00	Total Price	\$303,954.20
Line	Description	QTY	UOM	Unit	Extended	Unit	Extended
1	Quarterly Maintenance Service Locations Item No. 1 - Administration Annex	4	Quarter	\$835.50	\$3,342.00	\$1,122.37	\$4,489.48
2	Quarterly Maintenance Service Locations Item No. 2 - Administration Complex	4	Quarter	\$1,578.50	\$6,314.00	\$3,569.15	\$14,276.60
3	Quarterly Maintenance Service Locations Item No. 3 - University of MD Extension Service Office & Rural Heritage Museum	4	Quarter	\$266.50	\$1,066.00	\$2,806.37	\$11,225.48
4	Quarterly Maintenance Service Locations Item No. 4 - Hagerstown Regional Airport Terminal Building	4	Quarter	\$712.00	\$2,848.00	\$2,001.45	\$8,005.80
5	Quarterly Maintenance Service Locations Item No. 5 - Hagerstown Regional Airport Fire Station	4	Quarter	\$640.25	\$2,561.00	\$734.43	\$2,937.72
6	Quarterly Maintenance Service Locations Item No. 6 - Emergency Services Air Unit	4	Quarter	\$266.50	\$1,066.00	\$734.43	\$2,937.72
7	Quarterly Maintenance Service Locations Item No. 7 - Black Rock Golf Course Club House	4	Quarter	\$266.50	\$1,066.00	\$678.87	\$2,715.48
8	Quarterly Maintenance Service Locations Item No. 8 - County Office Building	4	Quarter	\$1,203.50	\$4,814.00	\$2,531.25	\$10,125.00
9	Quarterly Maintenance Service Locations Item No. 9 - Court House and Annex	4	Quarter	\$959.00	\$3,836.00	\$2,580.00	\$10,320.00
10	Quarterly Maintenance Service Locations Item No. 10 - Board of Elections	4	Quarter	\$807.75	\$3,231.00	\$567.03	\$2,268.12
11	Quarterly Maintenance Service Locations Item No. 11 - Emergency Management	4	Quarter	\$666.25	\$2,665.00	\$734.44	\$2,937.76
12	Quarterly Maintenance Service Locations Item No. 12 - Division of Emergency Services	4	Quarter	\$281.75	\$1,127.00	\$667.03	\$2,668.12
13	Quarterly Maintenance Service Locations Item No. 13 - Emergency Services Special Ops	4	Quarter	\$466.50	\$1,866.00	\$507.77	\$2,031.08
14	Quarterly Maintenance Service Locations Item No. 14 -Washington County Health Dept.	4	Quarter	\$1,925.00	\$7,700.00	\$4,320.35	\$17,281.40

PUR-1756
HVAC & ATC Services

				Mechanical Services Industries Frederick, MD		Mick's Plumbing & Heating Inc. Thurmont, MD	
15	Quarterly Maintenance Service Locations Item No. 15 - Highway Dept. Central Section	4	Quarter	\$445.00	\$1,780.00	\$564.13	\$2,256.52
16	Quarterly Maintenance Service Locations Item No. 16 - Highway Dept Eastern Section	4	Quarter	\$302.25	\$1,209.00	\$256.53	\$1,026.12
17	Quarterly Maintenance Service Locations Item No. 17 - Highway Dept. Southern Section	4	Quarter	\$190.25	\$761.00	\$256.53	\$1,026.12
18	Quarterly Maintenance Service Locations Item No. 18 - Highway Dept. Western Section	4	Quarter	\$302.25	\$1,209.00	\$256.53	\$1,026.12
19	Quarterly Maintenance Service Locations Item No. 19 - Boonsboro Library	4	Quarter	\$190.25	\$761.00	\$588.28	\$2,353.12
20	Quarterly Maintenance Service Locations Item No. 20 - Leonard P. Snyder Library	4	Quarter	\$819.25	\$3,277.00	\$588.28	\$2,353.12
21	Quarterly Maintenance Service Locations Item No. 21 - Hancock Library	4	Quarter	\$266.50	\$1,066.00	\$671.74	\$2,686.96
22	Quarterly Maintenance Service Locations Item No. 22 - Smithsburg Library	4	Quarter	\$266.50	\$1,066.00	\$274.77	\$1,099.08
23	Quarterly Maintenance Service Locations Item No. 23 -Martin Luther King Center	4	Quarter	\$325.00	\$1,300.00	\$671.74	\$2,686.96
24	Quarterly Maintenance Service Locations Item No. 24 - Public Annex Facility	4	Quarter	\$190.25	\$761.00	\$256.53	\$1,026.12
25	Quarterly Maintenance Service Locations Item No. 25 - Public Safety Training Center	4	Quarter	\$1,000.00	\$4,000.00	\$729.84	\$2,919.36
26	Quarterly Maintenance Service Locations Item No. 26 - Washington Co. Sheriff's Dept. - Detention Center & Minimum Security Bldg.	4	Quarter	\$669.50	\$2,678.00	\$2,762.87	\$11,051.48
27	Quarterly Maintenance Service Locations Item No. 27 - Washington Co. Sheriff's Dept. - Patrol Facility	4	Quarter	\$497.50	\$1,990.00	\$1,215.53	\$4,862.12
28	Quarterly Maintenance Service Locations Item No. 28 - Washington Co. Sheriff's Dept. - Day Reporting Center	4	Quarter	\$190.25	\$761.00	\$981.06	\$3,924.24
29	Quarterly Maintenance Service Locations Item No. 29 - Washington County Transit Administration & Maintenance Building	4	Quarter	\$615.00	\$2,460.00	\$647.87	\$2,591.48
30	Quarterly Maintenance Service Locations Item No. 30 - Washington County Transit Transfer Center	4	Quarter	\$190.25	\$761.00	\$143.09	\$572.36

Bids Due: September 3, 2025

PUR-1756
HVAC & ATC Services

				Mechanical Services Industries Frederick, MD		Mick's Plumbing & Heating Inc. Thurmont, MD	
31	Quarterly Maintenance Service Locations Item No. 31 - Washington County Commission On Aging	4	Quarter	\$190.25	\$761.00	\$508.55	\$2,034.20
32	Quarterly Maintenance Service Locations Item No. 32 - Wireless Communications Sidling Hill Communication Shelter	4	Quarter	\$266.50	\$1,066.00	\$443.93	\$1,775.72
33	Quarterly Maintenance Service Locations Item No. 33 - Wireless Communications Hancock Communication Shelter	4	Quarter	\$190.25	\$761.00	\$443.93	\$1,775.72
34	Quarterly Maintenance Service Locations Item No. 34 - Wireless Communications Fairview Mountain and Maryland Public Television Communication Shelter	4	Quarter	\$190.25	\$761.00	\$443.93	\$1,775.72
35	Quarterly Maintenance Service Locations Item No. 35 - Wireless Communications Elliott Parkway Communication Shelter	4	Quarter	\$190.25	\$761.00	\$309.11	\$1,236.44
36	Quarterly Maintenance Service Locations Item No. 36 - Wireless Communications Sharpsburg Water Tank Communications Shelter	4	Quarter	\$451.75	\$1,807.00	\$443.93	\$1,775.72
37	Quarterly Maintenance Service Locations Item No. 37 - Wireless Communications Site C Communication Shelter	4	Quarter	\$451.75	\$1,807.00	\$443.93	\$1,775.72
38	Quarterly Maintenance Service Locations Item No. 38 - Wireless Communications State Highway Complex (Route 65/70) Communication Shelter	4	Quarter	\$451.75	\$1,807.00	\$448.94	\$1,795.76
39	Quarterly Maintenance Service Locations Item No. 39 - Wireless Communications Lamb's Knoll Communication Shelter	4	Quarter	\$451.75	\$1,807.00	\$459.11	\$1,836.44
40	Quarterly Maintenance Service Locations Item No. 40 - Wireless Communications Miller Avenue Communication Shelter	4	Quarter	\$451.75	\$1,807.00	\$472.93	\$1,891.72
Totals for Quarterly Maintenance Service Locations (Item Nos. 1 thru 40)				\$20,621.75	\$82,487.00	\$38,838.55	\$155,354.20

Bids Due: September 3, 2025

PUR-1756
HVAC & ATC Services

				Mechanical Services Industries Frederick, MD		Mick's Plumbing & Heating Inc. Thurmont, MD	
41	Hourly Labor Rates for Services - Regular Working Hours Routine HVAC Master (Hourly Rate)	1	Hourly	\$110.00	\$110.00	\$105.00	\$105.00
42	Hourly Labor Rates for Services - Regular Working Hours Routine HVAC Journeyman (Hourly Rate)	1	Hourly	\$110.00	\$110.00	\$105.00	\$105.00
43	Hourly Labor Rates for Services - Regular Working Hours Routine HVAC Apprentice (Hourly Rate)	1	Hourly	\$70.00	\$70.00	\$85.00	\$85.00
44	Hourly Labor Rates for Services - Evenings and Saturdays - Emergency HVAC Master (Hourly Rate)	1	Hourly	\$160.00	\$160.00	\$165.00	\$165.00
45	Hourly Labor Rates for Services - Evenings and Saturdays - Emergency HVAC Journeyman (Hourly Rate)	1	Hourly	\$160.00	\$160.00	\$165.00	\$165.00
46	Hourly Labor Rates for Services - Evenings and Saturdays - Emergency HVAC Apprentice (Hourly Rate)	1	Hourly	\$109.00	\$109.00	\$135.00	\$135.00
47	Hourly Labor Rates for Services - Evenings and Saturdays - Emergency HVAC Master (Hourly Rate)	1	Hourly	\$160.00	\$160.00	\$165.00	\$165.00
48	Hourly Labor Rates for Services - Evenings and Saturdays - Emergency HVAC Journeyman (Hourly Rate)	1	Hourly	\$160.00	\$160.00	\$165.00	\$165.00
49	Hourly Labor Rates for Services - Evenings and Saturdays - Emergency HVAC Apprentice (Hourly Rate)	1	Hourly	\$109.00	\$109.00	\$135.00	\$135.00
50	Hourly Labor Rates for Services - Consulting and Design Service (Hourly Rate)	1	Hourly	\$120.00	\$120.00	\$125.00	\$125.00
Totals for Hourly Labor Rates for Services (Item Nos. 41 thru 50)				\$1,268.00	\$1,268.00	\$1,350.00	\$1,350.00

PUR-1756
HVAC & ATC Services

				Mechanical Services Industries Frederick, MD		Mick's Plumbing & Heating Inc. Thurmont, MD	
51	Total Base Bid Formula - 600 Hours x Hourly *Regular HVAC Mastor Labor Rate	600	Hourly	\$110.00	\$66,000.00	\$105.00	\$63,000.00
52	Total Base Bid Formula - 600 Hours x Hourly **Regular HVAC Journeyman Labor Rate	600	Hourly	\$110.00	\$66,000.00	\$105.00	\$63,000.00
53	Total Base Bid Formula - Plus 250 Hours x Hourly ***Regular HVAC Apprentice Labor Rate	250	Hourly	\$70.00	\$17,500.00	\$85.00	\$21,250.00
Totals for - Total Base Bid Formula (Item Nos. 51 thru 53)				\$290.00	\$149,500.00	\$295.00	\$147,250.00

Response Total

Mechanical Services Industries
Mick's Plumbing & Heating Inc

\$233,255.00
\$303,954.20



Agenda Report Form

Open Session Item

SUBJECT: Contract Renewal (PUR-1569) - Uniforms for Washington County Sheriff's Officers

PRESENTATION DATE: October 14, 2025

PRESENTATION BY: Carin Bakner, CPPB, Buyer, Purchasing Department; Sheriff, Brian Albert.

RECOMMENDED MOTION: Move to renew the contract for Uniforms for Washington County Sheriff's Officers with Galls, LLC of Lexington, KY, per the rates included in its letter dated September 19, 2025. Galls, LLC is requesting a 9% increase above the current rates due to increased costs from suppliers and changes to market conditions affecting labor, utility, and shipping costs.

REPORT-IN-BRIEF: On October 11, 2022, the Board originally awarded a contract for the subject services to Galls, LLC, for the total sum bid amount of \$117,485.25 based on estimated quantities (no guaranteed minimum/maximum) of each uniform piece at the unit prices. The contract is for a one-year period that commenced October 1, 2022, with an option by the County to renew the contract for up to five (5) additional consecutive one (1) year periods subject to written notice given by the County at least sixty (60) calendar days before the expiration date of any of the one (1) year period. This is the third of five (5) additional one (1) year renewals.

The bid was advertised on the State of Maryland's (eMMA) "*eMaryland Marketplace Advantage*" website, on the County's website, and in the local newspaper. There were fifteen (15) persons/companies that registered/downloaded the bid document online. A total of two (2) bids were received.

DISCUSSION: N/A

FISCAL IMPACT: Funding is available in the budgets of the various departments: Judicial - 535060-10-11300, Patrol - 535060-10-11310, Process Servers - 535060-10-11305, Detention 535060-10-11320, Day Reporting Center - 535060-10-11321, and Central Booking - 535060-10-11315.

ATTACHMENTS: Renewal request from Galls, LLC dated 9/19/25.

AUDIO/VISUAL NEEDS: N/A



1340 Russell Cave Road
Lexington, KY 40505

09/19/2025

Via Electronic Mail

Washington County
Attn: FM/ Procurement Services
100 W. Washington St, Ste 3200, Hagerstown, MD 21740.
Email: cbakner@washco-md.net

Re: Renewal and Price Increase Notification for Contract No: **PUR-1569.**

Dear Procurement Services,

I hope this message finds you well. I am writing to inform you of an upcoming price adjustment for the goods and services provided by Galls under the contract name: **Washington County - Sheriff's Officers Uniforms - Bid PUR-1569.** Due to increased costs from our suppliers and changes in market conditions affecting labor, utility, and shipping costs, we find it necessary to request a price increase of **9%.**

Effective on the renewal date or the earliest effective date as per our contract terms, the price of the items listed in the attached updated price schedule will be adjusted accordingly. This increase will also apply to all other off-contract items purchased by your agency at the same rate as **9%.**

To support this request, we have enclosed the necessary documentation, including CPI/PPI indices, letters from manufacturers, and the updated contract and off-contract pricelists. We believe this adjustment is essential to continue providing the high level of service and quality you expect from Galls. All other contract terms will remain as originally executed.

We understand that we may have agreed to hold the price for the duration of this contract; however, due to government-imposed tariff increases, we must respectfully request a price adjustment, as this situation qualifies as an economic force majeure.

Should you have any questions or require further information, please do not hesitate to contact Yves Murhula, Murhula-yves@galls.com, 859-800-1054. We value your partnership and appreciate your understanding in this matter.

Thank you for your attention to this important update.

Sincerely,

Yves Murhula

Dear Valued Customer,

At Galls, we remain deeply committed to providing the highest quality products and services to customer partners like you. As we enter 2025, the economic landscape is evolving, presenting new opportunities and challenges for businesses across all industries. While inflationary pressures have shown signs of stabilizing, the costs associated with materials, transportation, and labor remain elevated - compelling us to implement some necessary adjustments. We want to be transparent about the factors influencing pricing adjustments needed to maintain the level of service you expect from us.

Broader Economic Indicators

The rate of inflation has created broader economic pressures, resulting in increased costs across various sectors. We have worked diligently to manage these challenges by improving our operational efficiencies, renegotiating with suppliers, and exploring innovative solutions to limit the impact on you. We are making necessary adjustments to our pricing to sustain the level of service and quality that aligns with your performance standards.

Supplier Costs

Our industry-leading partners and suppliers have been compelled to realign their pricing structures, often passing on double-digit increases on a wide range of products in our catalog from uniforms to tactical gear.

Logistics Challenges

Ongoing global supply chain disruptions and rising operational costs continue to exert significant upward pressure on transportation expenses. These challenges, driven by factors such as rising fuel prices, increased demand, and logistical complexities, show no signs of easing. As a result, this year marks a 3.5% increase in freight shipping costs from major providers.

Labor and Talent Management

We are committed to providing a skilled and motivated workforce to serve our heroes on the frontlines in the public safety industries we proudly serve. The competitive labor market, coupled with rising wages and increasing benefits' costs, has compelled more investment to attract and retain top talent.

Forward in Unity

Our blended cost increase in 2025 is approximately 4%. Recognizing the challenges these adjustments may present to your organization, we approach them with the utmost consideration. Our unwavering priority is to uphold the exceptional service and superior products that have earned your trust throughout our partnership.

We are immensely appreciative for your continued collaboration, and we remain dedicated to supporting you as we navigate these economic challenges together. Our team is here to assist you through these changes and ensure that we continue to exceed your expectations.

Thank you for your unwavering trust and partnership.



Mike Fadden
Chief Executive Officer Galls, LLC

Fechheimer

August 20, 2025

Galls Inc.
1340 Russell Cave Road
Lexington, KY 40505

Re: 2025 Price Increase

To Whom It May Concern;

As a result of continued cost increases in materials, trim, labor, tariffs, and overhead, Fechheimer will be implementing a price adjustment on all Flying Cross and Vertx styles, effective September 1, 2025. This adjustment represents a blended increase of approximately 5% across all stocked styles, with specific categories as follows:

- **Uniform Clothing:** Approximately 2% – 5% increase
- **Outerwear:** Approximately 9% – 15% increase

We remain committed to delivering the highest quality products and service, and this adjustment will allow us to continue investing in innovation, reliability, and the long-term support of our customers. If you have any questions or would like additional details, please do not hesitate to contact me directly.

Sincerely,



Brian Duffy
SVP, Customer Service

Fechheimer

December 9, 2024

Galls
Lexington, Ky

Re: 2025 Price Increase Letter

To Whom It May Concern;

This letter is to confirm that on January 1, 2025 there will be a price increase on our Flying Cross and Vertx products of approximately 2.5%. The price increase is a result of increases in materials, trim, labor, and overhead.

If there are any questions or additional information that is needed please feel free to contact me.

Sincerely,

A handwritten signature in dark ink, appearing to read "Brian", with a stylized flourish at the end.

Brian Duffy
VP, Customer Service
513.792.1648



P.O. BOX 427
BELLWOOD, IL 60104
WEB: <https://strattonhats.com>

STRATTON HATS, INC.



PHONE: 708-544-5220
FAX: 708-544-5243
e-mail :sales@strattonhats.com

10/01/2024

To all our valued customers,

After 2 ½ years we have depleted all of our raw materials that were purchased at old costs and now must pass on a small portion of these increased expenses to stay viable. These prices will take effect on 1/1/2025. Please see your enclosed price sheet for specific numbers.

We do appreciate your past business and hope to continue our relationship in the future.

All the best,

Steven G. Stratton – CEO

Stratton Hats Inc.

Consumer Price Index for All Urban Consumers (CPI-U) 12-Month Percent Change

Series Id: CUUR0000SA0

Not Seasonally Adjusted

Series Title: All items in U.S. city average, all urban consumers, not

Area: U.S. city average

Item: All items

Base Period: 1982-84=100

Years: 2015 to 2025

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2015	-0.1	0.0	-0.1	-0.2	0.0	0.1	0.2	0.2	0.0	0.2	0.5	0.7	-0.1	0.3
2016	1.4	1.0	0.9	1.1	1.0	1.0	0.8	1.1	1.5	1.6	1.7	2.1	1.1	1.5
2017	2.5	2.7	2.4	2.2	1.9	1.6	1.7	1.9	2.2	2.0	2.2	2.1	2.2	2.0
2018	2.1	2.2	2.4	2.5	2.8	2.9	2.9	2.7	2.3	2.5	2.2	1.9	2.5	2.4
2019	1.6	1.5	1.9	2.0	1.8	1.6	1.8	1.7	1.7	1.8	2.1	2.3	1.7	1.9
2020	2.5	2.3	1.5	0.3	0.1	0.6	1.0	1.3	1.4	1.2	1.2	1.4	1.2	1.2
2021	1.4	1.7	2.6	4.2	5.0	5.4	5.4	5.3	5.4	6.2	6.8	7.0	3.4	6.0
2022	7.5	7.9	8.5	8.3	8.6	9.1	8.5	8.3	8.2	7.7	7.1	6.5	8.3	7.7
2023	6.4	6.0	5.0	4.9	4.0	3.0	3.2	3.7	3.7	3.2	3.1	3.4	4.9	3.4
2024	3.1	3.2	3.5	3.4	3.3	3.0	2.9	2.5	2.4	2.6	2.7	2.9	3.2	2.7
2025	3.0	2.8	2.4	2.3	2.4	2.7							2.6	



Customer:	Washington County
Attn:	
Rep Name:	Larry Skinker
Acct #:	4229305
Qty of Orders:	
Shipping Charge:	

GQ Item#	Mft Model #	MFG Name	Description	Current Price	2025 Price
Custom		FECHHEIMER BROTHERS UNIFORM CO	Uniform Dress Blouses	\$ 675.53	\$ 736.33
tl150	FI 47780 86	FECHHEIMER BROTHERS UNIFORM CO	Class "A-B" Trousers- Patrol, Judicial & Detention- FI 47780 86 Flying Cross by Fechheimer Item# FI 47780 86, Justice Hidden Cargo Trousers with 1" French Blue Stripe.	\$ 95.98	\$ 104.62
tl127	FI 47780W 86	FECHHEIMER BROTHERS UNIFORM CO	Women's Trouser, Option 1 - FI 47780W 86 Flying Cross by Fechheimer Item# FI 47780W 86, Justice Hidden Cargo Trousers with 1" French Blue Stripe	\$ 95.99	\$ 104.63
tr677	47280	FECHHEIMER BROTHERS UNIFORM CO	Men's Trousers Option 2-FI 47280 Flying Cross by Fechheimer Item# 47280, Justice Four (4) Pocket Trousers with 1" French Blue Stripe	\$ 86.76	\$ 94.57
tr678	47280W	FECHHEIMER BROTHERS UNIFORM CO	Women's Trouser, Option 2-FI 47280W Flying Cross by Fechheimer Item# FI 47280W, Justice Four (4) Pocket Trousers	\$ 86.76	\$ 94.57
sr620	05W84	FECHHEIMER BROTHERS UNIFORM CO	Class "A-B" Shirt, Long Sleeve - Mens - Patrol, Judicial & Detention - 05W84 Flying Cross by Fechheimer Item# 05W84, Justice Shirts	\$ 92.98	\$ 101.35
sr729	105W84	FECHHEIMER BROTHERS UNIFORM CO	Women's Long Sleeve Shirt - 105W84 Flying Cross by Fechheimer Item# 105W84, Justice Shirts	\$ 92.98	\$ 101.35
sr728	55R84	FECHHEIMER BROTHERS UNIFORM CO	Men's Short Sleeve Shirt - 55R84 Flying Cross by Fechheimer Item# 55R84, Justice Shirts	\$ 84.37	\$ 91.96

sr619	155R84	FECHHEIMER BROTHERS UNIFORM CO	Women's Short Sleeve Shirt - 155R84 Flying Cross by Fechheimer Item# 155R84, Justice Shirts	\$ 84.37	\$ 91.96
tr2801	FX77400	FECHHEIMER BROTHERS UNIFORM CO	Class "C" Men's Trouser - Detention - Option 1 - FX77400 Flying Cross by Fechheimer Item# FX77400, FX STAT Hidden Cargo Trousers	\$ 57.24	\$ 62.40
tr2808	FX77400W	FECHHEIMER BROTHERS UNIFORM CO	Women's Trouser, Option 1 - FX77400W Flying Cross by Fechheimer Item# FX77400W, FX STAT Hidden Cargo Trousers	\$ 57.24	\$ 62.40
tr2800	FX77300	FECHHEIMER BROTHERS UNIFORM CO	Men's Trousers Option 2 - FX77300 Flying Cross by Fechheimer Item# FX77300, FX STAT External Cargo Trousers	\$ 57.24	\$ 62.40
tr2807	FX77300W	FECHHEIMER BROTHERS UNIFORM CO	Women's Trousers Option 2 - FX77300W Flying Cross by Fechheimer Item# FX77300W, FX STAT External Cargo Trousers	\$ 57.24	\$ 62.40
sh4119	FI FX7020	FECHHEIMER BROTHERS UNIFORM CO	Class "C" Detention Long Sleeve Shirts Mens - FI FX7020 Flying Cross by Fechheimer Item# FI FX7020, FX STAT	\$ 69.61	\$ 75.87
sh4122	FX7020W	FECHHEIMER BROTHERS UNIFORM CO	Women's Long Sleeve Shirt- FI FX7020W Flying Cross by Fechheimer Item# FI FX7020W	\$ 69.61	\$ 75.87
sh4115	FI FX7000	FECHHEIMER BROTHERS UNIFORM CO	Men's Short Sleeve Shirt - FI FX7000 Flying Cross by Fechheimer Item: FI FX7000	\$ 67.02	\$ 73.05
sh4118	FX7000W	FECHHEIMER BROTHERS UNIFORM CO	Women's Short Sleeve Shirt-FI FX7000W Flying Cross by Fechheimer Item# FI FX7000W	\$ 67.02	\$ 73.05
sh723	FI VTX8120	FECHHEIMER BROTHERS UNIFORM CO	Men's and Women's Class "C" Patrol/Judicial/K-9 Long Sleeve Shirt- FI VTX8120 Vertx Phantom LT Long Sleeve Shirt, FI VTX8120	\$ 72.92	\$ 79.48
sr460	FI VTX8100	FECHHEIMER BROTHERS UNIFORM CO	Men's and Women's Short Sleeve Shirt- FI VTX8100 Vertx Phantom LT Short Sleeve Shirt, FI VTX8100	\$ 68.46	\$ 74.62
tr746	VTX8600	FECHHEIMER BROTHERS UNIFORM CO	Men's and Women's Phantom OPS Pants - VTX8600 Vertx Phantom OPS Men's Tactical Pants, VTX8600	\$ 66.20	\$ 72.16
TR1113	VTX1200	FECHHEIMER BROTHERS UNIFORM CO	Men's and Women's Fusion Light Weight Pants - VTX1200 Vertx Fusion LT Stretch Tactical Pants, VTX1200	\$ 73.41	\$ 80.01

sh400	VTX8528	FECHHEIMER BROTHERS UNIFORM CO	SRT Recon Combat Shirt - VTX8528 Vertx	\$ 93.88	\$ 102.32
tj616	VTX1901	FECHHEIMER BROTHERS UNIFORM CO	Recon Combat Pants - VTX1901 Vertx	\$ 104.62	\$ 114.03
tr746	VTX8600	FECHHEIMER BROTHERS UNIFORM CO	Phantom Ops Pants -VTX8600 Vertx	\$ 66.20	\$ 72.16
TR1113	VTX1200	FECHHEIMER BROTHERS UNIFORM CO	Fusion Light Weight Pants - VTX1200 Vertx	\$ 73.41	\$ 80.01
jc433	VTX8800	FECHHEIMER BROTHERS UNIFORM CO	Outerwear - Jacket - Patrol/ Judicial / Detention/ SRT - VTX8800 Vertx Integrity Shell Jacket, VTX8800	\$ 218.72	\$ 238.41
TR2787	VTX8815	FECHHEIMER BROTHERS UNIFORM CO	Vertx Integrity Shell Pants - VTX8815	\$ 170.12	\$ 185.43
js1550	FI 57100	FECHHEIMER BROTHERS UNIFORM CO	Duty Guard HT Pullover- Men's - FI 57100 Flying Cross by Fechheimer, FI 57100	\$ 123.18	\$ 134.26
ja2701	FI 57100W	FECHHEIMER BROTHERS UNIFORM CO	Duty Guard HT Pullover - Women's - FI 57100W	\$ 123.18	\$ 134.26
JA2617	FI 57300	FECHHEIMER BROTHERS UNIFORM CO	Duty Guard HT+ Pullover Men's - FI 57300 Flying Cross by Fechheimer,	\$ 140.55	\$ 153.20
Galls item # TBD	FI 57300W	FECHHEIMER BROTHERS UNIFORM CO	Duty Guard HT+ Pullover Women's - FI 57300W Flying Cross by Fechheimer,	\$ 140.55	\$ 153.20
ja2050	FI 56100	FECHHEIMER BROTHERS UNIFORM CO	Duty Guard ST Outer Shell Jacket - FI 56100 Flying Cross by Fechheimer	\$ 218.36	\$ 238.01
ja820	54100A	FECHHEIMER BROTHERS UNIFORM CO	Softshell Jacket - Flying Cross by Fechheimer, 54100A	\$ 118.73	\$ 129.41
sw977	VTX4000P	FECHHEIMER BROTHERS UNIFORM CO	Men's Cold Black Short Sleeve Polo - Patrol/Judicial/ Detention/SRTVTX4000P Vertx VTX4000P	\$ 56.01	\$ 61.05
sw863	52600	FECHHEIMER BROTHERS UNIFORM CO	Mock Turtleneck - 52600 Flying Cross	\$ 29.36	\$ 32.01

st162	52100	FECHHEIMER BROTHERS UNIFORM CO	Mock Dickie- 52100 Flying Cross	\$ 9.48	\$ 10.33
st315	790	FECHHEIMER BROTHERS UNIFORM CO	Justice V-Neck Sweater- 790 Flying Cross	\$ 109.50	\$ 119.36
sh4607	305VS8426	FECHHEIMER BROTHERS UNIFORM CO	Hybrid Long Sleeve Shirt - Men's - XI 305VS8426 Flying Cross	\$ 69.39	\$ 75.63
sh4605	XI 205VS8426	FECHHEIMER BROTHERS UNIFORM CO	Hybrid Long Sleeve Shirt - Women's - XI 205VS8426 Flying Cross	\$ 69.39	\$ 75.63
SH4608	XI 655VS8426	FECHHEIMER BROTHERS UNIFORM CO	Hybrid Short Sleeve Shirt - Men's - XI 655VS8426 Flying Cross	\$ 58.35	\$ 63.60
sh4606	XI 255VS8426	FECHHEIMER BROTHERS UNIFORM CO	Hybrid Short Sleeve Shirt- Women's - XI 255VS8426 Flying Cross	\$ 58.35	\$ 63.60
ua692	45095	Samuel Broome	Neckties	\$ 8.22	\$ 8.96
hw795	s-40	Stratton	Straw Hats Navy blue campaign triple brim straw hats as manufactured by the Stratton Company.	\$ 78.06	\$ 85.08
ha976	f-40	Stratton	Felt Hats Navy blue campaign style 3X beaver felt hats as manufactured by the Stratton Company.	\$ 161.80	\$ 176.36
ZK561 blk 3 gld	ST-3P-BRSBUC-BK	Stratton	3 Piece Leather Strap- Black with Brass Buckles - ST-3P-BRSBUC-BK Stratton SKU: ST-3P-BRSBUC-BK	\$ 9.23	\$ 10.06
ZK561 blk 3 nkl	ST-3P-BK	Stratton	3 Piece Leather Strap-Black with Silver Buckles - ST-3P-BK Stratton	\$ 9.23	\$ 10.06
SW3137			MENS S/S IMPACT POLO	50.75	\$ 55.32
EY3771			Sheriff Logo Embroidered	7.62	\$ 8.31
PEC01			Name Embroidered	7.04	\$ 7.67



Agenda Report Form

SUBJECT: Intergovernmental Cooperative Purchase (INTG-25-0210) Ground Support Equipment for the Hagerstown Regional Airport

PRESENTATION DATE: October 14, 2025

PRESENTATION BY: Carin Bakner, CPPB, Buyer, Purchasing Department; Neil Doran, Director, Hagerstown Regional Airport

RECOMMENDATION: Move to authorize by Resolution, for the Hagerstown Regional Airport to purchase one (1) new Ground Power Unit in the amount of \$91,810.84, one (1) new Aircraft Towing Tractor in the amount of \$198,670.42 and two (2) Carts totaling the amount of \$40,350.19 for the total sum amount of \$330,831.45 from Aero Specialties Ground Support Equipment of Boise, ID, and to utilize the cooperative contract that was awarded by GSA Advantage Contract No. GS-30F-0030X.

REPORT-IN-BRIEF: The Airport is requesting to purchase a replacement Lavatory Service cart, a second Aircraft Towing Tractor and two pieces of Ground Support Equipment (GSE) that HGR has not possessed before. One is a Potable Water Cart for refilling the drinking water tanks on airliners and another is a mobile Ground Power Unit (GPU), which is used on aircraft when their Auxiliary Power Unit (APU) is inoperable. All these items are standard equipment at airports serving airline traffic. This purchase will enable HGR to be more competitive in attracting and supporting the needs of airlines flying narrowbody jetliners. Additionally, having the second “pushback tug” will enable two aircraft parking positions at the terminal rather than just one, making the HGR’s prospectively serving as an airline crew base in the future more plausible from an infrastructure perspective.

Allegiant airlines requires that HGR possess two tractors (a primary and a backup) before towing/push-back operations can be implemented. Currently, airliners taxi in and out of the terminal area under power. With the acquisition of the second push back tractor, airliners can be towed slowly in and out of the terminal apron area and thus be parked closer to the terminal. Another benefit may be to lessen the wear-and-tear now experienced by the airport’s passenger boarding bridge (PBB) operating at near full extension and with somewhat challenging range of motion requirements. PBBs are expensive assets to own and maintain, so this proposed change brings financial benefits. Additionally, the airport intends to try to sell the aging , existing lavatory service cart (that is being replaced) on GovDeals.

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 this equipment 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 this equipment 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 equipment by utilizing the GSA Advantage contract and eliminating our county's bid process would result in administrative and cost savings for the Hagerstown Regional Airport and Purchasing Department in preparing specifications.

DISCUSSION: N/A

FISCAL IMPACT: Funds were budgeted and are available in the department's Capital Improvement Budget (CIP) EQP031.

CONCURRENCES: Division Director

ATTACHMENTS: Aero Specialties Ground Support Equipment Quotes dated 8/11/25.

RESOLUTION NO. RS-2025-

(Intergovernmental Cooperative Purchase [INTG-25-0210] Ground Support Equipment for the Hagerstown Regional Airport)

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 Hagerstown Regional Airport seeks to purchase one (1) new Ground Power Unit in the amount of \$91,810.84, one (1) new Aircraft Towing Tractor in the amount of \$198,670.42, and two (2) Carts totaling an amount of \$40,350.19, for a total sum amount of \$330,831.45, from Aero Specialties Ground Support Equipment of Boise, Idaho, and to utilize the cooperative contract that was awarded by GSA Advantage Contract No. GS-30F-0030X.

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 Hagerstown Regional Airport is hereby authorized to purchase one (1) new Ground Power Unit in the amount of \$91,810.84, one (1) new Aircraft Towing Tractor in the amount of \$198,670.42, and two (2) Carts totaling an amount of \$40,350.19, for a total sum amount of \$330,831.45, from Aero Specialties Ground Support Equipment of Boise, Idaho, and to utilize the cooperative contract that was awarded by GSA Advantage Contract No. GS-30F-0030X.

Adopted and effective this ____ day of October, 2025.

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



11175 W. Emerald Street
Boise, ID 83713
United States of America
+1 208-378-9888
+1 208 378-9889
sales@aerospecialties.com
www.aerospecialties.com



Quote Number: AS1Q27840-01

Date of Quote: Aug 11, 2025

Quote Valid Through: Oct 31, 2025

Sold To:**Hagerstown Regional Airport**

Neil R. Doran
18434 Showalter Rd.
Hagerstown, MD 21742
USA

Ship To:**Hagerstown Regional Airport**

Neil R. Doran
18434 Showalter Rd.
Hagerstown, MD 21742
USA

Your Sales Rep:**Derek Rose**

V.P. of Government & Commercial Sales
Phone: +1 208-378-9888
Email: derek@aerospecialties.com

Ship Via	Incoterms	Payment Terms	Reference
Flatbed Truck	FOB Origin	Net 30	

Thank you for your interest in AERO Specialties. Attached is the quote along with additional information requested. We appreciate the opportunity to earn your business. If you have any questions please let me know.

Part #	Description	Lead Time	Qty	Unit Price	Ext. Price
GPU-409-E-CUP-28	New TLD GPU-409-E-CUP-28 Ground Power Unit. 90KVA 400Hz + 28.5VDC Combo GPU with Cummins TIER 4F/Stage 5 Turbo Diesel engine.	~14 Weeks	1	\$90,452.84	\$90,452.84

THE FOLLOWING OPTIONS ARE INCLUDED WITH UNIT QUOTED:

0111 - 28.5 VDC TRANSFORMER RECTIFIER (28V OUTPUT)
0015 - OPERATIONS BEACON, FLASHING, AMBER
0026 - LOW FUEL BEACON, ROTATING, RED
0128 - OUTPUT CABLE, AC, 115/200V, 400HZ, 30 FT
0124 - OUTPUT CABLE, 28VDC, 30 FT
0100 - E-PIN KIT, 2 POS, MIL AIRCRAFT
00BH- ENGINE BLOCK HEATER, 120V

AIDR Aero Cage, DUNS and Tin Info
GSA Contract: GS-30F-0030X

AERO Specialties CAGE: 0T652
AERO Specialties SAM Entity ID: G2NEVSFVF3Y5
AERO Specialties DUNS: 60-254-2680
AERO Specialties TIN: 82-0517302
AERO Specialties POC: Derek Rose, 208-378-9888,
derek@aerospecialties.com

URL to GSA Advantage Listing (GS-30F-0030X):

<https://www.gsaadvantage.gov/advantage/ws/catalog/configuration?oid=2267836665&quantity=1&prodCfgTab=options>

Part #	Description	Lead Time	Qty	Unit Price	Ext. Price
--------	-------------	-----------	-----	------------	------------

Totals

FOR UNITED STATES CUSTOMERS ONLY:

Due to laws concerning sales tax collection in the USA's various states, AERO Specialties will now collect sales tax from all customers that are not tax-exempt. The state/county's sales tax will be charged at the time of invoicing. Please provide your exemption documentation or relevant information during order placement if you are a reseller or a tax-exempt customer.

Subtotal	\$90,452.84
Estimated Tax	\$0.00
Estimated Shipping	\$1,358.00
Grand Total	\$91,810.84

Lead times are quoted in business days and subject to change.

Deposit Required	\$0.00
-------------------------	---------------

BEWARE OF CYBER FRAUD!

Before wiring any funds, call the AERO Specialties representative at a number you know is valid to confirm the instructions and be wary of any request to change wire instructions you have already received.

We greatly appreciate and value your business and want to ensure transparency in all aspects of our customer relations. Starting on January 1, 2025, we will be implementing a small card processing fee for all credit card transactions on orders valued at \$5,000.00 USD and above. This fee is necessary due to the rising costs associated with card processing.

Quotation Notes and Acceptance

To accept and purchase the equipment on this quotation, sign below and return:

Acceptance Date: _____

Print Name: _____

Signature: _____

None

Operations Beacon (+\$ 302.27)

Engine Block Heater (+\$ 755.67)

4/0 DC Output Cable, 30 ft (+\$ 1511.34)

4/0 DC Output Cable, 40 ft (+\$ 1813.60)

4/0 DC Output Cable, 60 ft (+\$ 2569.27)

2/0 AC Output Cable, 30 ft (+\$ 1813.60)

2/0 AC Output Cable, 40 ft (+\$ 2418.14)

2/0 AC Output Cable, 60 ft (+\$ 3324.94)

Interlock - 2 Position E-Pin Kit (+\$ 534.98)

Fuel Filter / Water Separator with Heater (+\$ 755.67)

Cummins QSB4.5 Tier 4F / COM4 Diesel Engine (+\$ 19378.51)

Second 400 Hz AC Output Option for 90 KVA GPUs (+\$ 1511.34)

Filter for Jet A Operation (Cummins Tier3 Only) (+\$ 302.27)

28.5 VDC Output Option (28.5V Transformer Rectifier) (+\$ 5703.07)

Total Options: \$29,999.44

Base Total (\$60,453.40) + Options Total (\$29,999.44) = \$90,452.84



11175 W. Emerald Street
Boise, ID 83713
United States of America
+1 208-378-9888
+1 208 378-9889
sales@aerospecialties.com
www.aerospecialties.com



Quote Number: AS1Q27842-01

Date of Quote: Aug 11, 2025

Quote Valid Through: Oct 31, 2025

Sold To:	Ship To:	Your Sales Rep:
Hagerstown Regional Airport	Hagerstown Regional Airport	Derek Rose
Neil R. Doran 18434 Showalter Rd. Hagerstown, MD 21742 USA	Neil R. Doran 18434 Showalter Rd. Hagerstown, MD 21742 USA	V.P. of Government & Commercial Sales Phone: +1 208-378-9888 Email: derek@aerospecialties.com

Ship Via	Incoterms	Payment Terms	Reference
Ocean/Truck	FOB Origin	Net 30	

Thank you for your interest in AERO Specialties. Attached is the quote along with additional information requested. We appreciate the opportunity to earn your business. If you have any questions please let me know.

Part #	Description	Lead Time	Qty	Unit Price	Ext. Price
TMX-15-16	New TLD TMX-150-16 Aircraft Towing Tractor. * GWW 15,900 kg (35,000 lbs) * 4 wheels drive * 4 wheels steer - hydrostatic steering * DEUTZ engine TCD 3.6 L4 - 55 kW (74 HP)- Stage4 / Tier4 Final * DANA T12000 powershift transmission * Front and rear DANA SPICER axles * Front leaf springs suspension * Dual service braking circuit on the 4 wheels (wet immersed brake discs in axles) * Parking brake on the front axle - spring applied, released by cable * Wide cab with doors, 2 rear view mirrors, heater and front windscreen washer * Suspended seat (mechanically) for driver + 1 passenger seat (not suspended) * Mirror on front and rear hitches * Electrical circuit 24V DC * Flashing beacon on cab * Hazard lights * Buzzer and reverse light * Front and rear Working lights * Driver manual delivered in cabin * Color White RAL 9016	~24 Weeks	1	\$185,145.42	\$185,145.42

Unit quoted INCLUDES the below added options:

003- Front hitch 3 levels D70/70/50 (for FBO, Regional & NarrowBody Aircraft use)

053- 3rd seat (3 men cab)

128- Rear view camera

Part #	Description	Lead Time	Qty	Unit Price	Ext. Price
--------	-------------	-----------	-----	------------	------------

058- Jack plugs (Neutrik Type)
004- Rear hitch 3 levels D70/70/50 (for FBO and Regional Aircraft use)
092- Fire extinguisher (bracket only)
124- Reflective tape around unit
056- Safety stop on engine coolant T° and engine low oil pressure
119- Stickers with aircraft ranges, near the hitches and in cabin

AIDR Aero Cage, DUNS and Tin Info
 GSA Contract: GS-30F-0030X

AERO Specialties CAGE: 0T652
 AERO Specialties SAM Entity ID: G2NEVSFVF3Y5
 AERO Specialties DUNS: 60-254-2680
 AERO Specialties TIN: 82-0517302
 AERO Specialties POC: Derek Rose, 208-378-9888,
 derek@aerospecialties.com

URL to GSA Advantage Listing (GS-30F-0030X):

<https://www.gsaadvantage.gov/advantage/ws/catalog/configuration?oid=2267836673&quantity=1&prodCfgTab=options>

TAX The quoted prices do not cover taxes and duties, which may be added at the time of payment unless a tax-exempt certificate is provided.

Totals	
FOR UNITED STATES CUSTOMERS ONLY: Due to laws concerning sales tax collection in the USA's various states, AERO Specialties will now collect sales tax from all customers that are not tax-exempt. The state/county's sales tax will be charged at the time of invoicing. Please provide your exemption documentation or relevant information during order placement if you are a reseller or a tax-exempt customer.	Subtotal \$185,145.42
	Estimated Tax \$0.00
	Estimated Shipping \$13,525.00
	Grand Total \$198,670.42

Lead times are quoted in business days and subject to change.

Deposit Required \$0.00

We greatly appreciate and value your business and want to ensure transparency in all aspects of our customer relations. Starting on January 1, 2025, we will be implementing a small card processing fee for all credit card transactions on orders valued at \$5,000.00 USD and above. This fee is necessary due to the rising costs associated with card processing.

Quotation Notes and Acceptance

To accept and purchase the equipment on this quotation, sign below and return:

Acceptance Date: _____

Print Name: _____

Signature: _____

Please contact me if I can be of further assistance!



TMX SERIES PUSHBACK/TOW TRACTOR

[Return to product detail](#)

Description:

The TMX-150 aircraft towing tractor, with a maximum draw bar pull up to 12 000 daN (27,000 lbs), is designed to perform push and pull operations on narrow and medium body A/C, (as CRJ100 to 900ER, ATR 42/72, BAE 146, Embraer 135 to 190, Saab 2000, Fokker 70/100, B717, B727, B737, B757, B767-200 to 300ER, DC9 and MD80 to 95, A318, 319, 320, 321, A300 and A310, and other aircraft). Its ergonomic design provides agility and visibility. TLD's high standards of build and component quality make the TMX-150 a durable and reliable tractor. Base unit comes with Deutz TCD 2011 L04W Tier 3

CONTRACTOR: [AERO SPECIALTIES INC](#) (GS-30F-0030X) 

Base Product

TMX-150-9 **\$140,911.59**

Options selected

-  **BALLAST**
\$29,052.51
-  **BLOCK HEATER**
\$4,694.06

Options

AIR CONDITIONING

Please make a selection ▼

BALLAST

Added Ballast (weight) Kit- TMX-150-16 (35,050 lbs GW) (+\$ 29052.51) ▼

✖ \$287.76

✖ FAN \$363.15

✖ HITCH \$1,743.15

✖ TIER4F ENGINE
\$8,093.20

New price:
\$185,145.42

BLOCK HEATER

Cold Start Kit (220V heater) (+\$ 4694.06) ▼

ENGINE SHUT DOWN

Engine Shut Down (High Temp Low Pressure) (+\$ 287.76) ▼

FAN

Fan in Cab (+\$ 363.15) ▼

HITCH

3-Level Hitch, 70MM Pin Diameter (add x2for front & rear) (+\$ 1743.15) ▼

TIER4F ENGINE

Deutz TD 3.6 L4-55.4 T4F Engine (required for customers without NSE) (+\$ 8000.00) ▼



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11175 W. Emerald Street
Boise, ID 83713
United States of America
+1 208-378-9888
+1 208 378-9889
sales@aerospecialties.com
www.aerospecialties.com



Quote Number:AS1Q27845-01

Date of Quote:08-11-2025

Quote Valid Through: Oct 31, 2025

Sold To:**Hagerstown Regional Airport**

Neil R. Doran
18434 Showalter Rd.
Hagerstown, MD 21742
USA

Ship To:**Hagerstown Regional Airport**

Neil R. Doran
18434 Showalter Rd.
Hagerstown, MD 21742
USA

Your Sales Rep:**Derek Rose**

V.P. of Government & Commercial Sales

Phone: +1 208-378-9888

Email: derek@aerospecialties.com

Ship Via	Incoterms	Payment Terms	Reference
Ground Freight	FOB Origin	Net 30	

Thank you for your interest in AERO Specialties. Attached is the quote along with additional information requested. We appreciate the opportunity to earn your business. If you have any questions please let me know.

Part #	Description	Lead Time	Qty	Unit Price	Ext. Price
--------	-------------	-----------	-----	------------	------------

2001010 LAV CART, LC180-RJ2E

~8 Weeks

1

\$16,676.25

\$16,676.25

AERO Specialties LC180-RJ2E Low Profile Aircraft Lavatory Service Cart. Includes all hoses & couplers required to service aircraft. 12V electric pump kit (7gpm @ 60psi) with onboard charging system, 110 gallon waste and 70 gallon fill tanks of rotationally molded polyethylene, low profile 22" inlet, 9" gravity waste outlet, sealed waste hose storage.

2001029 POTABLE WATER CART, WC180-RJ2E

~8 Weeks

1

\$17,901.44

\$17,901.44

AERO Specialties WC180-RJ2E Potable Water Service Cart. Includes hose & couplers required for servicing aircraft. 12-volt electric pump kit with onboard charging system, 180 gallon capacity corrosion proof stainless steel w/interized tanks and insulated aluminum enclosure on heavy-duty galvanized chassis w/5th-w heel steer, 5.70x8 tires.

AIDR Aero Cage, DUNS and Tin Info
GSA Contract: GS-30F-0030X

AERO Specialties CAGE: 0T652
AERO Specialties SAM Entity ID: G2NEVSFVF3Y5
AERO Specialties DUNS: 60-254-2680
AERO Specialties TIN: 82-0517302
AERO Specialties POC: Derek Rose, 208-378-9888,
derek@aerospecialties.com

URL to GSA Advantage Listing (GS-30F-0030X), LC180:

<https://www.gsaadvantage.gov/advantage/ws/catalog/configuration?oid=2267836690&quantity=1&prodCfgTab=options>

URL to GSA Advantage Listing (GS-30F-0030X), WC180:

Part #	Description	Lead Time	Qty	Unit Price	Ext. Price
--------	-------------	-----------	-----	------------	------------

<https://www.gsaadvantage.gov/advantage/ws/catalog/configuration?oid=2267836695&quantity=1&prodCfgTab=options>

TAX The quoted prices do not cover sales tax, which may be added at the time of payment unless a tax-exempt certificate is provided.

Totals

FOR UNITED STATES CUSTOMERS ONLY:

Due to laws concerning sales tax collection in the USA's various states, AERO Specialties will now collect sales tax from all customers that are not tax-exempt. The state/county's sales tax will be charged at the time of invoicing. Please provide your exemption documentation or relevant information during order placement if you are a reseller or a tax-exempt customer.

Subtotal	\$34,577.69
Estimated Tax	\$0.00
Estimated Shipping	\$5,772.50
Grand Total	\$40,350.19

Lead times are quoted in business days and subject to change.

Deposit Required \$0.00

BEWARE OF CYBER FRAUD!

Before wiring any funds, call the AERO Specialties representative at a number you know is valid to confirm the instructions and be wary of any request to change wire instructions you have already received.

We greatly appreciate and value your business and want to ensure transparency in all aspects of our customer relations. Starting on January 1, 2025, we will be implementing a small card processing fee for all credit card transactions on orders valued at \$5,000.00 USD and above. This fee is necessary due to the rising costs associated with card processing.

Quotation Notes and Acceptance

To accept and purchase the equipment on this quotation, sign below and return:

Acceptance Date: _____

Print Name: _____

Signature: _____

Please contact me if I can be of further assistance!

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LAVATORY CART LC180-RJ2E/G 110 GAL

[Return to product detail](#)

Description:

Designed for commercial air carriers, busy FBOs and military customers, the LC180-RJ2 is built to exceed rigorous standards for ramp equipment durability. The unit features a heavy-duty galvanized frame that completely wraps the unit, protecting it from potential damage. The cabinet is constructed of a heavy-gauge aluminum enclosure that will never require painting and is not affected by moisture or corrosive chemicals. All RJ2 series carts are completely winterized and totally enclosed in a high-density foam insulation system with onboard heaters to keep the unit ramp ready in any climate (fluids and storage compartments). Units come in electric or gas.

CONTRACTOR: [AERO SPECIALTIES INC](#) (GS-30F-0030X) 

Base Product

2001011 **\$16,093.41**

Options selected

 **CRATING** \$582.84

New price:

\$16,676.25

Options

CRATING

Crating for large lav & water carts (Required prior to shipping) Meets ISPM 15 ▼

SOLAR CHARGER

Please make a selection ▼

TIE DOWN RINGS

Please make a selection ▼



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WC180 RJ2 POTABLE WATER CART 180 GAL

[Return to product detail](#)

Description:

Designed for commercial air carriers, busy FBOs and military customers, the LC180-RJ2 is built to exceed rigorous standards for ramp equipment durability. The unit features a heavy-duty galvanized frame that completely wraps the unit, protecting it from potential damage. The cabinet is constructed of a heavy-gauge aluminum enclosure that will never require painting and is not affected by moisture or corrosive chemicals. All RJ2 series carts are completely winterized and totally enclosed in a high-density foam insulation system with onboard heaters to keep the unit ramp ready in any climate (fluids and storage compartments)

CONTRACTOR: [AERO SPECIALTIES INC](#) (GS-30F-0030X) 

Base Product

2001030 **\$17,318.60**

Options selected

 **CRATING** \$582.84

New price:

\$17,901.44

Options

CRATING

Crating for large lav & water carts (Required prior to shipping) Meets ISPM 15 ▼

SOLAR CHARGER

Please make a selection ▼

TIE DOWN RINGS

Please make a selection ▼



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Agenda Report Form

Open Session Item

SUBJECT: Bid Award (PUR-1768) Terminal Replacement Seating for the Hagerstown Regional Airport

PRESENTATION DATE: October 14, 2025

PRESENTATION BY: Brandi Kentner, CPPO, Director of Purchasing; Neil Doran, Director, Hagerstown Regional Airport

RECOMMENDED MOTION: Move to award the purchase of Terminal Replacement Seating at the Hagerstown Regional Airport to Callas Contractors, LLC of Hagerstown, MD, for a total sum cost of \$410,500. This approval is contingent upon the final approval of the contract by the County Attorney's office.

REPORT-IN-BRIEF: The purpose of the contract is to provide for the construction and completion of replacement, fixed airport terminal seating and to increase the number of available seats in the pre-security portion of the terminal. Approximately 194 of the worn-out, burgundy-color "ballroom" chairs and black-color, vinyl airport seats will be removed and discarded. 100 of the existing "Herman Miller" Eanes Tandem Sling-style seats will be salvaged and relocated to the pre-security or "landside" portions of terminal. 52 new seats will also be installed in the new East-Side terminal in addition to be constructed, thus increasing from the current 80 pre-security seats to a total of 152 seats. Finally, 236 new seats will be installed in the terminal passenger hold room (after security). It is further intended that the Contractor shall furnish all labor, materials, equipment, tools, transportation, and supplies required to complete the work in accordance with the plans, specifications, and terms of the contract as listed in the bid document.

On August 27, 2025, the Invitation to Bid was posted on the County's new online bidding website, Euna/Ionwave, and listed on the State of Maryland's eMaryland Marketplace Advantage website; twenty (20) persons/companies accessed the document online. And on September 24, 2025, two bids were received per electronic submittal as shown on the attached Bid Tabulation Matrix.

FISCAL IMPACT: Funds were budgeted and are available in the department's FY26 approved Capital Improvement Budget (CIP) BLD115 line item, as part of the Terminal Building Expansion Project, which includes available funding from previously awarded FAA and MAA grants.

CONCURRENCES: Director of Public Works

ALTERNATIVES: N/A

ATTACHMENTS: Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A

PUR-1768
Expand / Rehabilitate Terminal Bldg. East
Package 2 - Terminal Replacement Seating at Hagerstown Regional Airport

				Callas Contractors, LLC	
				Total Price	\$410,500.00
Line #	Description	QTY	UOM	Unit	Extended
1	Fixed Airport Terminal Beam Seating to furnish, labor, materials, equipment, plans and services necessary to properly complete the work required under the TOTAL SUM BID, based on the prices set forth in the attached Schedule of Prices in strict accordance with the aforesaid documents, and to be substantially completed within thirty (30) consecutive days from the date of contractor's receipt of written Notice to Proceed	1	Total Sum Bid	\$410,500.00	\$410,500.00

				United Entrprises	
				Total Price	\$413,150.00
Line #	Description	QTY	UOM	Unit	Extended
1	Fixed Airport Terminal Beam Seating to furnish, labor, materials, equipment, plans and services necessary to properly complete the work required under the TOTAL SUM BID, based on the prices set forth in the attached Schedule of Prices in strict accordance with the aforesaid documents, and to be substantially completed within thirty (30) consecutive days from the date of contractor's receipt of written Notice to Proceed	1	Total Sum Bid	\$413,150.00	\$413,150.00

Response Total	
Callas Contractors, LLC - Hagerstown, MD	\$410,500.00
United Entrprises Greencastle, PA	\$413,150.00



Agenda Report Form

Open Session Item

SUBJECT: Sole Source Procurement Award (PUR-1776) for Mental Health Case Management Program – Adults and Older Adults

PRESENTATION DATE: October 14, 2025

PRESENTATION BY: Brandi Kentner, CPPO, Purchasing Director, and Meaghan Willis, LCSW-C, Program Director

RECOMMENDED MOTION: Motion to approve a Sole Source procurement to Potomac Community Services in the amount of \$69,866 for Mental Health Case Management Program – Adults and Older Adults, aligning with Maryland’s Department of Health, Behavioral Health Administration, targeted case management provider approved August 4, 2025.

REPORT-IN-BRIEF: Supportive and encouraging case management services, while rendered predominantly at the Day Reporting Center, are focused on promoting stability in community living and working in Washington County. Participants of the program can receive case management services throughout all phases of the program and participate in aftercare services as needed. The target population for services are individual participants of the Day Reporting Program; however, family reunification is often a component that is vital to the wholeness of the individual. PCS’ case management services are delivered in such a way to promote wholeness and healthiness of the entire family. The contract is for a one-year period commencing on July 1, 2025, and ending June 30, 2026.

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

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

FISCAL IMPACT: Funding is available in 515000-24-24100-GRT544 in the amount of \$69,886 for this purchase.

CONCURRENCES: The Behavioral Health Administration allows for one targeted case management agency per county; Washington County’s being Potomac Community Services.

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: Scope of Services and Certificate of Approval from Maryland Department of Health dated 8/4/25

Scope of Services

Mental Health Case Management Program – Adults and Older Adults

Case Management Services

Potomac Case Management Services, Inc. dba Potomac Community Services
Scope of Work for services provided July 1, 2025, through June 30, 2026

Potomac Community Services (PCS) provides on-site case management services for participants of the Washington County Day Reporting Center. Case management services include, but are not limited to;

- Completing individual intake with each participant, which includes goal setting
- Assisting participants with obtaining identification documentation (ID, license, birth certificate, social security card)
- Connection to community resources (food, housing, etc.)
- Attend and complete participant home inspection/approval with the DRC Deputy
- Assist clinician as needed, with Anger Management and Moral Reconciliation Therapy (MRT)
- Assist participants with other community-based appointments
- Assist participants with connections to other professional providers and therapies as needed
- Assist with family reunification and connect to parenting as needed

Supportive and encouraging case management services, while rendered predominantly at the Day Reporting Center, are focused on promoting stability in community living and working in Washington County. Participants of the program can receive case management services throughout all phases of the program and participate in aftercare services as needed. The target population for services is individual participants of the Day Reporting Program; however, family reunification is often a component that is vital to the wholeness of the individual. PCS' case management services are delivered in such a way to promote wholeness and healthiness of the entire family.

PCS case managers typically possess a 4-year degree and have experience providing mental health services in a community-based environment. PCS is the only agency certified by the State of Maryland's Behavioral Health Administration to provide mental health case management in Washington County. *Please see the attached certification.*



DEPARTMENT OF HEALTH

Wes Moore, Governor · Aruna Miller, Lt. Governor · Meena Seshamani, M.D., Ph.D., Secretary

Behavioral Health Administration

Alyssa Lord, MA MSc

Deputy Secretary of Behavioral Health

55 Wade Avenue - Vocational Rehabilitation Building
Spring Grove Hospital Center - Catonsville, Maryland 21228

CERTIFICATE OF APPROVAL - COA

COMAR 10.09.45 – Mental Health Case Management Program - Adults and Older Adults

Targeted Case Management Provider Name: Potomac Community Services

Jurisdiction: Washington County

Address of Program: 324 E. Antietam, Suite 301, Hagerstown, Maryland 21740

Population Served: Adults: ☒ Children: ☐

Core Service Agency (CSA): ☒

Local Behavioral Health Authority (LBHA): ☐

Local Addictions Authority: ☐

Jurisdictional Health Department: ☐

Status: Approved

Date of COA Authorization Span (one year): 06/11/2025 - 06/10/2026

Signature of CSA or LBHA Staff:

Date Signed:

8/4/2025

Printed Name of CSA/LBHA Staff:

Carrie Johnson

Signature of BHA Staff:

A42FA81F2188403...

Date Signed:

8/4/2025

Printed Name of BHA staff:

Risa Augustus

rev:

06/14/2024

03/29/2023



Agenda Report Form

SUBJECT: Intergovernmental Cooperative Purchase (INTG-25-0211) Four (4) New 2026 Ford F550 Trucks

PRESENTATION DATE: October 14, 2025

PRESENTATION BY: Brandi Kentner, CPPO, Director, Purchasing Department; Zane Rowe, Deputy Director, Highway Department

RECOMMENDATION: Move to authorize by Resolution, for the Highway Department to purchase Three (3) New 2026 Ford F550 4x2 Trucks in the amount of \$92,853 each; and One (1) New 2026 Ford F550 4x4 Truck in the amount of \$122,780 for the total sum of \$401,339 from Hertrich Fleet Services, Inc., of Milford, MD, and to utilize the cooperative contract that was awarded by Howard County Maryland, contract #4400004546.

REPORT-IN-BRIEF: The Highway Department is requesting to purchase Four (4) New 2026 Ford F550 Trucks to replace two (2) 2004 model year and two (2) 2008 model year trucks less than 26,000 lbs. GVWR that exceed the County's Vehicle and Equipment Types and Usage Guidelines. The County initiated the Vehicle and Equipment Types and Usage Guideline in 2001. The County's replacement guidelines for less than 26,000 lbs. GVWR is recommended at a ten (10) year economic life cycle. The replaced vehicles will be sold on GovDeals.

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 vehicles 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 vehicles 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 vehicle by utilizing the Sourcewell contract and eliminating our county's bid process would result in administrative and cost savings for the Highway Department and Purchasing Department in preparing specifications.

DISCUSSION: N/A

FISCAL IMPACT: Funds were budgeted and are available in the department's Capital Improvement Budget (CIP) EQP042.

CONCURRENCES: Division Director

ATTACHMENTS: Hertrich Quote dated 8/12/25 and Hertrich Quote dated 9/8/25.

RESOLUTION NO. RS-2025-

(Intergovernmental Cooperative Purchase [INTG-25-0211] Four [4] New 2026 Ford F550 Trucks)

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 Highway Department seeks to purchase three (3) new 2026 Ford F550 4x2 trucks with J&J Truck Equipment upgrades in the amount of \$92,853 each and one (1) new 2026 Ford F550 4x4 truck with J&J Truck Upgrades in the amount of \$122,780, for the total sum of \$401,339 from Hertrich Fleet Services, Inc., of Milford, Maryland, and to utilize the cooperative contract that was awarded by Howard County, Maryland (contract #4400004546).

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 Highway Department is hereby authorized to purchase three (3) new 2026 Ford F550 4x2 trucks with J&J Truck Equipment Upgrades in the amount of \$92,853 each and one (1) new 2026 Ford F550 4x4 truck with J&J Truck Equipment Upgrades in the amount of \$122,780, for the total sum of \$401,339 from Hertrich Fleet Services, Inc., of Milford, Maryland, and to utilize the cooperative contract that was awarded by Howard County, Maryland (contract #4400004546).

Adopted and effective this ____ day of October, 2025.

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

HERTRICH FLEET SERVICES, INC

1427 Bay Road Milford, DE 19963

Ford - Chevrolet - Dodge - Jeep
Lincoln - Honda - Buick - GMC - Toyota - Nissan

(800) 698-9825

(302) 422-3300

Fax: (302) 839-0555

August 12, 2025

Jack Reynard

Manager-Fleet Administrator
Division of Public Works

I am pleased to provide a quote for a new 2026 Ford F550 truck priced per the Howard County Maryland Contract # 4400004546, and equipped as follows:

Vehicle		
F5G	2026 Ford F550 Chassis Cab 2WD 145" WB 60" CA	
99N/44G	7.3L V-8 Gas Engine & 10 Speed Automatic Transmission	
Z1/1S	Oxford White Exterior & Medium Earth Gray Cloth Interior	
660A	All Standard Equipment per PEP 660A XL Trim	
X8L	4.88 Limited Slip Axle	
153	Front License Plate Bracket	
18B	Running Boards	
512	Spare Tire and Wheel	\$350
68U	Payload Upgrade - 19,000lb GVWR	
	Extra Keys (2)	\$365
	MSRP \$61,450	
	Fleet Disc	(\$3,947)
	Price per Howard County Contract	\$57,503
	Additional Government Concession	(\$100)
	Vehicle Total	\$57,403
	J&J Truck Equipment	\$35,450
	Total with up fit	\$92,853
	Total x 3	\$278,559

Please contact me with any questions, changes or to place an order. Thank you and I look forward to hearing from you.

Respectfully submitted,

John Worrall

"A Member of the HERTRICH Family of Automobile Dealerships"

HERTRICH FLEET SERVICES, INC

1427 Bay Road Milford, DE 19963

Ford - Chevrolet - Dodge - Jeep
Lincoln - Honda - Buick - GMC - Toyota - Nissan

(800) 698-9825

(302) 422-3300

Fax: (302) 839-0555

September 8, 2025

Jack Reynard

Manager-Fleet Administrator
Division of Public Works

I am pleased to provide a quote for a new 2026 Ford F550 truck priced per the Howard County Maryland Contract # 4400004546, and equipped as follows:

Vehicle		
F5H	2026 Ford F550 Chassis Cab 4WD 145" WB 60" CA	
99N/44G	7.3L V-8 Gas Engine & 10 Speed Automatic Transmission	
Z1/1S	Oxford White Exterior & Medium Earth Gray Cloth Interior	
660A	All Standard Equipment per PEP 660A XL Trim	
X8L	4.88 Limited Slip Axle	
153	Front License Plate Bracket	
18B	Running Boards	
512	Spare Tire and Wheel	\$350
86M	Dual Battery	\$210
67B	410 Amp Dual Alternator (250+160 Amp)	\$215
473	Plow Prep Pkg	\$350
68U	Payload Upgrade – 19,000lb GVWR	\$815
	Extra Keys (2)	\$365
	MSRP \$64,575	
	Fleet Disc	(\$4,095)
	Price per Howard County Contract	\$60,480
	Additional Government Concession	(\$100)
		\$60,380
	J&J Truck Equipment	\$62,400
	Total with up fit	\$122,780

Please contact me with any questions, changes or to place an order. Thank you and I look forward to hearing from you.

Respectfully submitted,

John Worrall



Agenda Report Form

Open Session Item

SUBJECT: Sole Source Procurement (PUR-1777) e-PlanSoftware for Plan Review and Permitting Department

PRESENTATION DATE: October 14, 2025

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

RECOMMENDED MOTION: Move to authorize the purchase of software and technical services in the amount of \$104,491.80 from e-PlanSoft of Irvine, CA for the County's Divisions of Permit & Inspections, Engineering, and Planning & Zoning.

REPORT-IN-BRIEF: The e-Plan Review product allows for digital review of permitting applications, reducing the amount of in-person contact associated with the permit review process.

Section 1-106.2(a)(2) of the Code of Public Laws of Washington County, Maryland, to procure the request. This section states that a sole source procurement is authorized and permissible when the compatibility of equipment, accessories, or replacement parts is the paramount consideration.

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

DISCUSSION: Washington County Information Systems is requesting this purchase on behalf of the County's Divisions of Permit & Inspections, Engineering, and Planning & Zoning in order to continue to efficiently handle permitting approvals with the added goal of minimizing in-person interaction.

FISCAL IMPACT: Funds are budgeted in the Information Systems software budget, 515180-10-11000.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: e-PlanSoft's quote dated 11/19/25

AUDIO/VISUAL NEEDS: N/A



Invoice

e-PlanSoft

111 Pacifica, Ste 100
Irvine, CA 92618
USA

Accounting Ph (949) 544 -0529

Invoice #: 2132
Invoice Date: 8/28/2025
Due Date: 11/19/2025

Bill To:

Washington County Maryland
100 West Washington Street, Rm 3200
Hagerstown, MD 21740-4748

Project: 20.022.01 Washington County Maryland

P.O. No. TBD

Description	Contract	Prior %	Prior Amt	Curr %	Total %	Qty	Rate	Amount
eplanREVIEW Subscription License Fee								
EPR Yr 4 SAAS: 11/19/25 - 11/19/26						80	1,093.95	87,516.00
5% Yearly Increase							5.00%	4,375.80
Subtotal*****								91,891.80
ePlanSoft Connector powered by								
Saltbox - Integration Platform : 11/19/25 - 11/19/26						1	12000.00	12,000.00
5% Yearly Increase							5.00%	600.00
Subtotal*****								12,600.00

**Please note our mailing address change:e-PlanSoft
111 Pacifica, Suite 100
Irvine, CA 92618

Total \$104,491.80

Payments/Credits \$0.00

Balance Due \$104,491.80



Agenda Report Form

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-25-0212) –Lease for One (1) 4k Water Truck w/New 2026 Freightliner M2106 for the Department of Solid Waste

PRESENTATION DATE: October 14, 2025

PRESENTATION BY: Brandi Kentner, CPPO, Purchasing Director, and David A. Mason, P. E., Deputy Director, Department of Solid Waste

RECOMMENDED MOTION: To authorize, by Resolution, the Department of Solid Waste to lease of One (1) 4k Water Truck w/New 2026 Freightliner M2106 from Caterpillar Financial Services Corporation with an annual payment in the amount of \$54,997.10 for the total financed sum of \$219,988.40 and to utilize another jurisdiction's contract (#011723-CAT) that was awarded by Sourcewell to Caterpillar, Inc. This is also contingent on the final approval of the lease agreement by the County Attorney's Office,

REPORT-IN-BRIEF: 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 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 with direct cost savings in the purchase of this equipment because of the economies of scale this contract has leveraged. Acquisition of this equipment by utilizing the Sourcewell contract and eliminating our county's bid process would result in administrative efficiencies and cost savings for the Department of Solid Waste and Purchasing Department. I am confident that any bid received as a result of an independent County solicitation would exceed the spend savings that Sourcewell's contract provides through this agreement.

DISCUSSION: The department's 2003 International Water Truck with 10,342 miles meets the County's Replacement Policy for Vehicles and Equipment for the number of years it has been in service. The age of the truck has caused the deterioration of piping, hoses, pumps and other critical parts which justifies replacement. The existing water truck will be sold on GovDeals once the new truck is delivered. The water truck is used by the department for dust control, filling the wheel wash and fire suppression at the 40 West Landfill.

FISCAL IMPACT: Funds are budgeted in the Solid Waste Budget, Line Item 535055-21-21020, Lease Payments.

CONCURRENCES: Division Director

ALTERNATIVES: N/A

ATTACHMENTS: Carter Equipment's Quote dated 8/13/25, Amortization Schedule

AUDIO/VISUAL NEEDS: N/A

RESOLUTION NO. RS-2025-

(Intergovernmental Cooperative Purchase [INTG-25-0212] Lease for One [1] 4k Water Truck with New 2026 Freightliner M2106 for the Department of Solid Waste)

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 Solid Waste seeks to purchase one (1) 4k Water Truck with New 2026 Freightliner M2106 from Caterpillar Financial Services Corporation with an annual payment in the amount of \$54,997.10 for four years, with the total financed sum being \$219,988.40, and to utilize another jurisdiction's contract (#011723-CAT) that was awarded by Sourcewell to Caterpillar, Inc.

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 Solid Waste is hereby authorized to purchase purchase one (1) 4k Water Truck with New 2026 Freightliner M2106 from Caterpillar Financial Services Corporation with an annual payment in the amount of \$54,997.10 for four years, with the total financed sum of \$219,988.40, and to utilize another jurisdiction's contract (#011723-CAT) that was awarded by Sourcewell to Caterpillar, Inc.

Adopted and effective this ____ day of October, 2025.

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



August 13, 2025

Washington County DSW
12630 Earth Care Road
Hagerstown, Maryland 21740

RE: 4000 Gallon Water Truck

Dear Mr. Mason,

We are pleased to present the following quotation for your review, to include the same terms and conditions as the **Sourcewell Contract #011723-CAT** for the purchase of:

(1) 4k Water Truck w/New 2026 Freightliner M2106

Thank you for the opportunity to provide you a quote for your equipment needs. The quotation is valid for 30 days. If there are any questions, please do not hesitate to contact me.

Sincerely,

Sandy Remley Gasper
Government Rental Sales Specialist
Carter CAT Machinery
443-827-8793
Sandy_gasper@cartermachinery.com

Line	Qty	Part No.	Description	Unit Price	Ext.Price
1			<p><i>Chassis Requirements:</i></p> <p><i>CA/CT Required (Inches): 126"</i></p> <p><i>AF Required (Inches): 78"</i></p> <p><i>BOC to EOF Required (Inches): 204"</i></p> <p><i>Minimum Front Axle Rating: 14,600</i></p> <p><i>Minimum Rear Axle Rating: 40,000</i></p> <p><i>Minimum GVWR: 54,600</i></p> <p><i>PTO Prevision Required: Yes</i></p> <p><i>Minimum Engine HP: 300 HP</i></p> <p><i>Air Brakes</i></p>		
2	1	CW4	<p>CurryWater 4000 gallon</p> <p>Model: CW4</p> <p>Capacity: 4,000 US gallons</p> <p>Dimensions: 198" long x 96" wide x 64.75" tall</p> <p>Tank shell: A36 steel</p> <p>Tank ends: A36 steel, domed with flange</p> <p>Tear pad: A36 steel</p> <p>Tank baffles: (2) A36 steel w/ 20" crawl hole</p> <p>Tank runners: A36 steel, formed angle style, full length</p> <p>Tank shape: Modified ellipse, large radius corners</p> <p>Man-way: 24"round man-way, mesh lift out grate, no lid</p> <p>Fill pipe: 2-1/2" pipe, ball valve, and cam groove coupler</p> <p>Ladder: Rear mounted, pipe construction, anti-slip rungs</p> <p>Fenders: A36 steel, spray lined finish, black only, trough style tray</p> <p>Level indicator: Yes</p> <p>Media blasted</p> <p>Primer base</p> <p>Topcoat white (additional colors available at an additional cost)</p> <p>Interior coated - Yes</p> <p>Requires a 120" - 126" CT for proper tank installation</p>		
3	1	CW-WS	<p>On-Road Water- Water System</p> <p>4x3 water pump</p> <p>Shaft Driven</p> <p>And all required plumbing and fittings</p>		
4	1	On-Road Water W/Creek Fill	On-Road Water Creek Fill Suction Port, Does not include optional primer pump or suction hoses.		
5	1	On-Road Water Front Spray Bar	On-Road Waterfront Spray (2) front spray valves and nozzles individually controlled Spray bar assembly, steel construction.		
6	1	On-Road Water Side Spray	On-Road Water Side Spray (1) Spray valve and nozzle, individually controlled, driver side.		
7	1	On-Road Water	On-Road Water Rear Spray (2) Spray valves and nozzles, individually controlled spray bar assembly, steel construction.		

Line	Qty	Part No.	Description	Unit Price	Ext.Price
8	1	On-Road Water Hose Reel	On- Road Water Hose Reel Manual rewind hose reel, 50'x 1-1/2" hose, Fireman's nozzle end. Mounted on rear bumper assembly Tie down hardware and misc. parts		
10	1	On-Road Water Electrical	On-Road Water Electrical Incandescent lights standard. FMVSS/DOT compliant Sealed wire harness		
11	1	1622-1300	Highway Safety Kit - FIRE EXT. VEHICLE,5BC, 2LB (99602399) - 10 Person ANSI First Aid (PN:A05-00001) - Roadside Emergency Warning Triangle (PN:8CLF2)		
12	1	MD250-2.5FABN STXC50	2-1/2" x 50' Water Truck Hydrant Hose		
13	1		3/4" & 1-1/2" ball valve, driver side front of tank		
14	1	PKG-00013	Curry Supply Back Up Camera - Installed		
15	1	PTO	PTO		
16	1	CW-INST-S	Standard on-road water system install, Install by Curry Supply		
17			Added Items		
18	1	PKG-00022	CW - Creek Fill Hose Kit Includes: (2) 3" x 10' MxF Cam & Groove (1) 3" x 10' Female Cam & Grove (1) 3" Suction Strainer		
19	1	1622-10000X	12V WATER CANNON BRUSHAWK MONITOR BRUSHAWK 12/24V JOYSTICK BRUSHAWK 350 GPM NOZZLE INSTALLED		
20	4	LED-STRGNV-18 A	LED-STRGNV-18A: (2) Grille mounted amber strobe lights & (2) amber strobe lights mounted rear of body		
21	1	CW4-FET	Federal Excise Tax (FET) for Curry Supply CS4000 water		
22			RUNNING SUBTOTAL:		\$65,748.00
23			Chassis Info		
24	1	M2 26-4K	2026 Freightliner M2106 Cummins L9 300HP Diesel Allison 3500 RDS 58000 GVWR Air Brake	\$138.023.00	
25			RUNNING SUBTOTAL:		\$203,771.00

26	1	Budget	***Budgetary Price Only, All pricing and availability subject to change
27		Chassis	***The chassis price shown is for budgetary purposes only. This is not a guarantee of future chassis allocation

SUMMARY

Caterpillar List Price	\$242,125.00
Sourcewell Discount off List Price (15.8%)	-38,354.00

Total Sale Price **\$203,771.00**

Leasing Terms:

Tvalue Amortization Schedule - Normal, 360 Day Year

	Date	Payment	Interest	Principal	Balance
Loan	08/12/25				203,771.00
1	08/12/25	54,997.10	0.00	54,997.10	148,773.90
2025 Totals		54,997.10	0.00	54,997.10	
2	08/12/26	54,997.10	7,970.13	47,026.97	101,746.93
2026 Totals		54,997.10	7,970.13	47,026.97	
3	08/12/27	54,997.10	5,450.79	49,546.31	52,200.62
2027 Totals		54,997.10	5,450.79	49,546.31	
4	08/12/28	54,997.10	2,796.48	52,200.62	0.00
2028 Totals		54,997.10	2,796.48	52,200.62	
Grand Totals		219,988.40	16,217.40	203,771.00	

Last interest amount decreased by 0.02 due to rounding

Annual Percentage Rate	Finance Charge	Amount Financed	Total of Payments
The cost of your credit as a yearly rate	The dollar amount the credit will cost you.	The amount of credit provided to you .	The total amount paid after all payments .
5.357%	\$16,217.40	\$203,771.00	\$219,988.40

Approval: _____
(Washington County DPW) (Date)

Thank you for your buisness.



Agenda Report Form

SUBJECT: Intergovernmental Cooperative Purchase (INTG-25-0213) Tennis Court Resurfacing for Eleven (11) Washington County locations

PRESENTATION DATE: October 14, 2025

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 eleven (11) tennis courts throughout Washington County for the total amount of \$1,323,317.71, from Keystone Sports Construction, of Phoenixville, PA, and to utilize the cooperative contract that was awarded by Edgemarket, 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 \$1,323,317.71** 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 **\$989,590.02**, though this may vary depending on the final amount awarded by USTA.

CONCURRENCES: N/A

ATTACHMENTS: Keystone proposal dated 9/17/25

RESOLUTION NO. RS-2025-

(Intergovernmental Cooperative Purchase [INTG-25-0213] Tennis Court Resurfacing for Eleven [11] 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 eleven (11) tennis courts throughout Washington County, Maryland, for the total amount of \$1,323,317.71, 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 eleven (11) tennis courts throughout Washington County, Maryland, for the total amount of \$1,323,317.71, 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 October, 2025.

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

Washington County - Tennis Courts Proposal

DATE OF PROPOSAL: September 17, 2025

#465921TS

PREPARED FOR: Washington County, MD
Tim Alexander
100 W Washington Street
Hagerstown, MD 21740

PREPARED BY: Keystone Sports Construction
Tim Fitzgerald
1100 Schell Lane, Suite 104
Phoenixville, PA 19460

PROJECT ADDRESS #1:
Washington County Regional Park
20025 Mt. Aetna Road
Hagerstown, MD 21742

PROJECT ADDRESS #7:
Hancock High School
289 W Main Street
Hancock, MD 21750

PROJECT ADDRESS #2:
Pleasant Valley Park
3199 Gapland Road
Rohrersville, MD 21779

PROJECT ADDRESS #8:
Clear Spring Middle School & High School
12630 Broadfording Road
Clear Spring, MD 21722

PROJECT ADDRESS #3:
Chestnut Grove Park
3106 Chestnut Grove Road
Keedysville, MD 21756

PROJECT ADDRESS #9:
Williamsport High School
5 S Clifton Drive
Williamsport, MD 21795

PROJECT ADDRESS #4:
Martin Snook Park
17901 Halfway Boulevard
Hagerstown, MD 21740

PROJECT ADDRESS #10:
South Hagerstown High School
1101 S Potomac Street
Hagerstown, MD 21740

PROJECT ADDRESS #5:
Boonsboro High School
10 Campus Avenue
Boonsboro, MD 21713

PROJECT ADDRESS #11:
North Hagerstown High School
1200 Pennsylvania Avenue
Hagerstown, MD 21742

PROJECT ADDRESS #6:
Smithsburg High School
12543 Bradbury Avenue
Smithsburg, MD 21783

Keystone Sports Construction is pleased to present the following proposal. This offer includes the sitework, supply, and installation of the Novacrylic color coat system for Washington County, MD. This proposal has been prepared based on discounted Edgemarket pricing rates. Edgemarket provides predetermined preferential pricing through approved vendors. Since this contract has already been bid on at the State level, individual entities do not have to duplicate the bidding process per **ECIN: (269EMCPS-22-004-CP-KSC)**. Prices are based on **prevailing wage rates**.

WHEREAS, Washington County, MD (hereinafter "OWNER") wishes to have multiple tennis courts repaved and resurfaced at multiple recreational sports facility generally in keeping with the Scope of Work described herein, and as otherwise may be agreed upon in writing by the parties hereto;

AND WHEREAS, OWNER intends to retain the services of Keystone Sports Construction (hereinafter "KEYSTONE"), for the purposes of repaving and resurfacing the recreational tennis courts as described herein;

THEREFORE, in consideration for the payment of the total purchase price of:

(Next Page)



PROJECT #1 – WASHINGTON COUNTY REGIONAL PARK:

BASE SCOPE OF WORK													
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		General Conditions											
1	Project Management	1	LS	Additional Services	LS	1	\$ 3,522.62	6%	\$ 3,311.26	\$ 3,522.62	\$ 3,311.26	\$ 3,311.26	
2	Mobilization	1	LS	Additional Services	LS	1	(Included in A.1)	-	-	-	-	-	
3	Construction Layout	1	LS	Additional Services	LS	1	(Included in A.1)	-	-	-	-	-	
B		Tennis Court Reconstruction											
1	Remove and stockpile existing chain link perimeter fence mesh. Existing fence posts and footers to remain in place.	490	LF	Additional Services	LF	490	\$ 24.16	6%	\$ 22.71	\$ 11,835.99	\$ 11,125.83	\$ 11,125.83	
2	Mill existing asphalt to paving extents, 4" depth	1,667	SY	Additional Services	SY	1,667	\$ 91.59	6%	\$ 86.09	\$ 152,677.19	\$ 143,516.56	\$ 143,516.56	
3	Supply and install asphalt base course, 2.5" depth	1,667	SY										
4	Supply and install virgin asphalt wearing course, 1.5" depth	1,667	SY										
5	New asphalt must cure for a minimum of thirty (30) days prior to resurfacing	1	LS	Additional Services	LS	1	(Included in B.4)	-	-	-	-		
C		Resurfacing and Color Coating											
1	Supply and install two (2) coats of resurfacer	14,986	SF	Novasurface (acrylic resurfacer)	1- 30 gal drum	10	\$ 697.00	5%	\$ 662.15	\$ 6,970.00	\$ 6,621.50	\$ 33,347.60	
				Premium Rates	SF	14,986	\$ 2.01	5%	\$ 1.91	\$ 30,121.86	\$ 28,615.77		
2	Supply and install tennis court color coating (two (2) coats of AS SELECTED color coat for the inbounds area and two (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		
3	Supply and install white Tennis Court lines	2	EA	Novatex White (textured line paint)	per 1 Gal	2	\$ 59.45	5%	\$ 56.48	\$ 118.90	\$ 112.96		
4	Supply and install blended Pickleball Court lines	2	EA	Novatex Colors (textured line paint)	per 1 Gal	1	\$ 77.73	5%	\$ 73.84	\$ 77.73	\$ 73.84		
D		Fencing											
1	Replace stockpiled fence mesh	490	LF	Additional Services	LF	490	\$ 38.25	6%	\$ 35.95	\$ 18,740.31	\$ 17,615.89	\$ 17,615.89	
Total List/Catalog Price:										\$	231,131.09		
Edge Member Discount:										\$	(13,424.32)		
Total Edge Member Price:										\$	217,706.78		
Keystone Distributor Discount:										\$	(8,789.64)		
Total Base Scope of Work Price:										\$	208,917.14		
Z	Voluntary Alternate Options										Initial Next to Option(s) Selected		
Z.1	Add for Payment and Performance Bonds										1.5% of Total Contract Price		
Z.2	Add to supply all materials and labor necessary to reorient the existing Tennis Courts and add two (2) permanent pickleball Courts. This item includes: • Demo existing Tennis net post footers and center anchors; 2 SET • Supply and install new Tennis net post footers and center anchors; 2 SET • Supply and install new Pickleball net post footers and center anchors; 2 SET • Supply and install white Pickleball Court lines; 2 EA • Supply and install Tennis net assemblies, black net posts, and center straps; 2 SET • Supply and install Pickleball net assemblies, black net posts, and center straps; 2 SET • Supply and install 4'H galvanized chain link dividing fence between Pickleball Court baselines; 25 LF										\$	34,536.23	



PROJECT #2 – PLEASANT VALLEY PARK:

BASE SCOPE OF WORK												
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 General Conditions												
1	Project Management	1	LS	Additional Services	LS	1	\$ 3,522.62	6%	\$ 3,311.26	\$ 3,522.62	\$ 3,311.26	\$ 3,311.26
2	Mobilization	1	LS	Additional Services	LS	1	(Included in A.1)	-	-	-	-	-
3	Construction Layout	1	LS	Additional Services	LS	1	(Included in A.1)	-	-	-	-	-
B Tennis Court Reconstruction												
1	Remove and stockpile a section of existing chain link perimeter fence to allow for equipment access onto the court	1	LS	Additional Services	LS	1	\$ 4,931.66	6%	\$ 4,635.76	\$ 4,931.66	\$ 4,635.76	\$ 4,635.76
2	Demo existing Tennis net assembly, net post footers, and center anchor	1	SET	Additional Services	SET	1	\$ 2,395.38	6%	\$ 2,251.66	\$ 2,395.38	\$ 2,251.66	\$ 2,251.66
4	Supply and install new Tennis net post footers and center anchor	1	SET	Additional Services	SET	1	\$ 4,649.85	6%	\$ 4,370.86	\$ 4,649.85	\$ 4,370.86	\$ 4,370.86
3	Mill existing asphalt, 1.5" depth	813	SY	Additional Services	SY	813	\$ 83.11	6%	\$ 78.12	\$ 67,565.45	\$ 63,511.53	\$ 63,511.53
5	Supply and install virgin asphalt wearing course, 1.5" depth	813	SY									
6	New asphalt must cure for a minimum of thirty (30) days prior to resurfacing and color coating	1	LS	Additional Services	LS	1	(Included in B.5)	-	-	-	-	-
C Resurfacing and Color Coating												
1	Supply and install two (2) coats of resurfacer	7,316	SF	Novasurface	1- 30 gal drum	5	\$ 697.00	5%	\$ 662.15	\$ 3,485.00	\$ 3,310.75	\$ 22,020.42
				Premium Rates	SF	7316	\$ 2.01	5%	\$ 1.91	\$ 14,705.16	\$ 13,969.90	
2	Supply and install tennis court color coating (two (2) coats of AS SELECTED color coat for the inbounds area and two (2) coats of AS SELECTED color coat for the out of bounds area)	1	LS	Combination Surface (Standard Colors)	1- 30 gal drum	4	\$ 1,009.50	5%	\$ 959.03	\$ 4,038.00	\$ 3,836.10	
3	Supply and install white Tennis Court lines	1	EA	Novatex White	per 1 Gal	1	\$ 59.45	5%	\$ 56.48	\$ 59.45	\$ 56.48	
4	Supply and install blended Pickleball Court lines	1	EA	Novatex Colors	per 1 Gal	1	\$ 77.73	5%	\$ 73.84	\$ 77.73	\$ 73.84	
5	Supply and install Tennis net assembly, black net posts, and center strap	1	SET	Additional Services	SET	1	\$ 814.05	5%	\$ 773.35	\$ 814.05	\$ 773.35	
D Restoration												
1	Replace stockpiled fence mesh	1	LS	Additional Services	LS	1	\$ 4,931.66	6%	\$ 4,635.76	\$ 4,931.66	\$ 4,635.76	\$ 4,635.76
2	Restore disturbed areas	1	LS	Additional Services	LS	1	\$ 13,026.64	6%	\$ 12,245.04	\$ 13,026.64	\$ 12,245.04	\$ 12,245.04
										Total List/Catalog Price:		\$ 124,202.65
										Edge Member Discount:		\$ (7,220.37)
										Total Edge Member Price:		\$ 116,982.29
										Keystone Distributor Discount:		\$ (0.00)
										Total Base Scope of Work Price:		\$ 116,982.28
Z	Voluntary Alternate Options										Initial Next to Option(s) Selected	
Z.1	Add for Payment and Performance Bonds										1.5% of Total Contract Price	
Z.2	Add to supply all materials and labor required to perform a 4" mill & pave in lieu of a 1.5" mill & overlay. This item includes: • Mill existing asphalt an additional 2.5" for a total depth , 4" depth; 813 SY • Supply and install asphalt base course, 2.5" depth; 813 SY										\$	55,917.88



PROJECT #3 – CHESTNUT GROVE PARK:

TENNIS COURT SCOPE OF WORK												
Chestnut Grove 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	LS	1	(Included)	-	-	-	-	
A.2	Layout	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.3	Project Management	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.4	Power wash the existing playing surface	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.5	Supply and install Riteway crack repair material	225	LF	Riteway Crack Repair	LF	225	\$ 42.44	5%	\$ 40.32	\$ 9,549.00	\$ 9,071.55	
A.6	Supply and install 1 coat of resurfacer	8160	SF	Novasurface	1- 30 gal drum	3	\$ 697.00	5%	\$ 662.15	\$ 2,091.00	\$ 1,986.45	
				Premium Rates	SF	8160	\$ 2.01	5%	\$ 1.91	\$ 16,401.60	\$ 15,581.52	\$31,383.78
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	5	\$ 1,009.50	5%	\$ 959.03	\$ 5,047.50	\$ 4,795.13	
A.8	Supply and install White tennis court lines	1	EA	Novatex White	Per 1 Gal	1	\$ 59.45	5%	\$ 56.48	\$ 59.45	\$ 56.48	
A.9	Supply and install blended Pickleball lines	1	EA	Novatex Colors	Per 1 Gal	1	\$ 77.73	5%	\$ 73.84	\$ 77.73	\$ 73.84	
A.10	Supply and install tennis nets, black poles and center strap	1	SET	Additional Services	SET	1	\$ 814.05	5%	\$ 773.35	\$ 814.05	\$ 773.35	
	NOTE: Existing sleeves to be reused											
Total List/Catalog Price:										\$	34,040.33	
Edge Member Discount:										\$	(1,702.02)	
Total Edge Member Price:										\$	32,338.31	
Keystone Distributor Discount:										\$	(954.53)	
Total Base Scope of Work Price:										\$	31,383.78	
Z	Voluntary Alternate Options										Initial Next to Option(s) Selected	
Z.1	Add for Payment and Performance Bonds										1.5% of Total Contract Price	



PROJECT #4 – MARTIN SNOOK PARK:

TENNIS 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	LS	1	(Included)	-	-	-	-	
A.2	Layout	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.3	Project Management	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.4	Power wash the existing playing surface	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.5	Repair existing minor crack on the playing surface	25	LF	Crack Repair	LF	25	\$ 6.25	6%	\$ 5.88	\$ 156.25	\$ 146.88	
A.6	Supply and install Riteway crack repair material	255	LF	Riteway Crack Repair	LF	255	\$ 42.44	5%	\$ 40.32	\$ 10,822.20	\$ 10,281.09	
A.7	Supply and install 1 coat of resurfacer	15000	SF	Novasurface	1- 30 gal drum	5	\$ 697.00	5%	\$ 662.15	\$ 3,485.00	\$ 3,310.75	
				Premium Rates	SF	15000	\$ 2.01	5%	\$ 1.91	\$ 30,150.00	\$ 28,642.50	
A.9	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	5	\$ 1,009.50	5%	\$ 959.03	\$ 5,047.50	\$ 4,795.13	\$39,035.49
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	3	\$ 1,009.50	5%	\$ 959.03	\$ 3,028.50	\$ 2,877.08	
A.11	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.12	Supply and install White Pickleball lines	2	EA	Novatex White	per 1 gal	1	\$ 59.45	5%	\$ 56.48	\$ 59.45	\$ 56.48	
Total List/Catalog Price:										\$	52,867.80	
Edge Member Discount										\$	(2,644.95)	
Total Edge Member Price										\$	50,222.85	
Keystone Distributor Discount:										\$	(11,187.36)	
Total Base Scope of Work Price:										\$	39,035.49	
Z	Voluntary Alternate Options										Initial Next to Option(s) Selected	
Z.1	Add for Payment and Performance Bonds										1.5% of Total Contract Price	



PROJECT #5 – BOONSBORO HIGH SCHOOL:

BASE SCOPE OF WORK												
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 General Conditions												
1	Project Management	1	LS	Additional Services	LS	1	\$ 3,522.62	6%	\$ 3,311.26	\$ 3,522.62	\$ 3,311.26	\$ 3,311.26
2	Mobilization	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	-
3	Construction Layout	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	-
B Tennis Court Reconstruction												
1	Remove and stockpile existing chain link perimeter fence mesh. Existing fence posts and footers to remain in place.	1,104	LF	Additional Services	LF	1104	\$ 17.07	6%	\$16.04	\$ 18,843.64	\$ 17,713.02	\$ 17,713.02
	Demo existing Tennis net assemblies, post footers, and center anchors											
2	NOTE: Three (3) existing Tennis net assemblies, net post footers, and center anchors to remain in place.	3	SET	Additional Services	SET	3	\$ 2,113.57	6%	\$1,986.75	\$ 6,340.71	\$ 5,960.26	\$ 5,960.26
3	Mill existing asphalt, 4" depth	4,160	SY	Additional Services	SY	4160	\$ 83.13	6%	\$ 78.15	\$ 345,836.27	\$ 325,086.09	\$ 325,086.09
4	Supply and install asphalt base course, 2.5" depth	4,160	SY									
5	Supply and install virgin asphalt wearing course, 1.5" depth	4,160	SY									
6	Supply and install Tennis net post footers and center anchors	3	SET	Additional Services	SET	3	\$ 3,663.52	6%	\$ 3,443.71	\$ 10,990.56	\$ 10,331.13	\$ 10,331.13
7	New asphalt must cure for a minimum of thirty (30) days prior to resurfacing	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	-
C Resurfacing and Color Coating												
1	Supply and install two (2) coats of resurfacer	37,440	SF	Novasurface (acrylic resurfacer)	1- 30 gal drum	24	\$ 697.00	5%	\$ 662.15	\$ 16,728.00	\$ 15,891.60	\$65,179.65
				Premium Rates	SF	37440	\$ 2.01	5%	\$ 1.91	\$ 75,254.40	\$ 71,491.68	
2	Supply and install tennis court color coating (two (2) coats of AS SELECTED color coat for the inbounds area and two (2) coats of AS SELECTED color coat for the out of bounds area)	1	LS	Combination Surface (Standard Colors)	1- 30 gal drum	17	\$ 1,009.50	5%	\$ 959.03	\$ 17,161.50	\$ 16,303.43	
3	Supply and install white Tennis Court lines	6	EA	Novatex White (textured line paint)	per 1 Gal	6	\$ 59.45	5%	\$ 56.48	\$ 356.70	\$ 338.87	
4	Supply and install blended 10-and-Under "Orange Ball" court lines	3	EA	Novatex Colors (textured line paint)	per 1 Gal	2	\$ 77.73	5%	\$ 73.84	\$ 155.46	\$ 147.69	
5	Supply and install Tennis net assemblies, black net posts, and center straps	3	SET	Additional Services	SET	3	\$ 814.05	6%	\$ 765.21	\$ 2,442.15	\$ 2,295.62	
D Fencing												
1	Replace stockpiled fence mesh	1,104	LF	Additional Services	LF	1104	\$ 34.14	6%	\$ 32.09	\$ 37,687.29	\$ 35,426.05	\$35,426.05
										Total List/Catalog Price:	\$	535,319.29
										Edge Member Discount:	\$	(31,022.60)
										Total Edge Member Price:	\$	504,296.69
										Keystone Distributor Discount:	\$	(41,289.23)
										Total Base Scope of Work Price:	\$	463,007.46
Z Voluntary Alternate Options											Initial Next to Option(s) Selected	
Z.1	Add for Payment and Performance Bonds										1.5% of Total Contract Price	
Z.2	Add to supply and install new 10'H chain link fence. This item includes: • Demo existing chain link fence; 1,104 LF • Supply and install new 10'H black, vinyl-coated chain link fence; 1,104 LF • Supply and install 8'W double swing gates; 2 EA • Supply and install 4'W single swing gates; 3 EA										\$	121,973.51



PROJECT #6 – SMITHSBURG HIGH SHOOOL:

TENNIS COURT SCOPE OF WORK												
Smithsburg High School												
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	LS	1	(Included)	-	-	-	-	
A.2	Layout	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.3	Project Management	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.4	Power wash the existing playing surface	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.5	Repair existing minor crack on the playing surface	60	LF	Crack Repair	LF	60	\$ 6.25	6%	\$ 5.88	\$ 375.00	\$ 352.50	
A.6	Supply and install Riteway crack repair material	545	LF	Riteway Crack Repair	LF	545	\$ 42.44	5%	\$ 40.32	\$ 23,129.80	\$ 21,973.31	
A.7	Supply and install 1 coat of resurfacer	36000	SF	Novasurface	1- 30 gal drum	12	\$ 697.00	5%	\$ 662.15	\$ 8,364.00	\$ 7,945.80	
				Premium Rates	SF	36000	\$ 2.01	5%	\$ 1.91	\$ 72,360.00	\$ 68,742.00	\$77,985.75
A.8	Supply and install tennis court color coating (2 coats of CANADIAN VIOLET color coat for the inbounds area and 2 coats of GRASS GREEN color coat for the out of bounds)	1	LS	Combination Surface (Custom Colors)	1- 30 gal drum	16	\$ 1,090.50	5%	\$ 1,035.98	\$ 17,448.00	\$ 16,575.60	
A.9	Supply and install White tennis court lines	1	EA	Novatex White	Per 1 Gal	6	\$ 59.45	5%	\$ 56.48	\$ 356.70	\$ 338.87	
A.10	Supply and install blended 10-and-under Orange Ball court lines	1	EA	Novatex Colors	Per 1 Gal	2	\$ 77.73	5%	\$ 73.84	\$ 155.46	\$ 147.69	
A.11	Supply and install tennis nets, black poles and center strap	1	SET	Additional Services	SET	1	\$ 814.05	5%	\$ 773.35	\$ 814.05	\$ 773.35	
	NOTE: Existing sleeves to be reused											
Total List/Catalog Price:										\$	123,003.01	
Edge Member Discount										\$	(6,153.90)	
Total Edge Member Price										\$	116,849.11	
Keystone Distributor Discount:										\$	(38,863.36)	
Total Base Scope of Work Price:										\$	77,985.75	
Z	Voluntary Alternate Options										Initial Next to Option(s) Selected	
Z.1	Add for Payment and Performance Bonds										1.5% of Total Contract Price	



PROJECT #7 – HANCOCK HIGH SCHOOL:

TENNIS COURT SCOPE OF WORK												
Hancock High School												
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	LS	1	(Included)	-	-	-	-	\$30,624.91
A.2	Layout	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.3	Project Management	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.4	Power wash the existing playing surface	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.5	Repair existing minor crack on the playing surface	50	LF	Crack Repair	LF	50	\$ 6.25	6%	\$ 5.88	\$ 312.50	\$ 293.75	
A.6	Supply and install Riteway crack repair material	75	LF	Riteway Crack Repair	LF	75	\$ 42.44	5%	\$ 40.32	\$ 3,183.00	\$ 3,023.85	
A.7	Supply and install 1 coat of resurfacer	12600	SF	Novasurface	1- 30 gal drum	4	\$ 697.00	5%	\$ 662.15	\$ 2,788.00	\$ 2,648.60	
				Premium Rates	SF	12600	\$ 2.01	5%	\$ 1.91	\$ 25,326.00	\$ 24,059.70	
A.8	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	6	\$ 1,009.50	5%	\$ 959.03	\$ 6,057.00	\$ 5,754.15	
A.9	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.10	Supply and install blended 10-and-under Orange Ball court lines	1	EA	Novatex Colors	Per 1 Gal	1	\$ 77.73	5%	\$ 73.84	\$ 77.73	\$ 73.84	
Total List/Catalog Price:										\$ 37,863.13		
Edge Member Discount										\$ (1,896.28)		
Total Edge Member Price										\$ 35,966.85		
Keystone Distributor Discount:										\$ (5,341.94)		
Total Base Scope of Work Price:										\$ 30,624.91		
Z	Voluntary Alternate Options										Initial Next to Option(s) Selected	
Z.1	Add for Payment and Performance Bonds										1.5% of Total Contract Price	



PROJECT #8 – CLEAR SPRING MIDDLE SCHOOL & HIGH SCHOOL:

TENNIS COURT SCOPE OF WORK												
Clear Spring Middle School												
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	LS	1	(Included)	-	-	-	-	\$31,648.57
A.2	Layout	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.3	Project Management	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.4	Power wash the existing playing surface	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.5	Repair existing minor crack on the playing surface	10	LF	Crack Repair	LF	10	\$ 6.25	6%	\$ 5.88	\$ 62.50	\$ 58.75	
A.6	Supply and install Riteway crack repair material	60	LF	Riteway Crack Repair	LF	60	\$ 42.44	5%	\$ 40.32	\$ 2,546.40	\$ 2,419.08	
A.7	Supply and install 1 coat of resurfacer	13440	SF	Novasurface	1- 30 gal drum	5	\$ 697.00	5%	\$ 662.15	\$ 3,485.00	\$ 3,310.75	
				Premium Rates	SF	13440	\$ 2.01	5%	\$ 1.91	\$ 27,014.40	\$ 25,663.68	
A.8	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.9	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.10	Supply and install blended 10-and-under Orange Ball court lines	1	EA	Novatex Colors	Per 1 Gal	1	\$ 77.73	5%	\$ 73.84	\$ 77.73	\$ 73.84	
Total List/Catalog Price:										\$	40,371.43	
Edge Member Discount										\$	(2,019.20)	
Total Edge Member Price										\$	38,352.23	
Keystone Distributor Discount:										\$	(6,703.66)	
Total Base Scope of Work Price:										\$	31,648.57	
Z	Voluntary Alternate Options										Initial Next to Option(s) Selected	
Z.1	Add for Payment and Performance Bonds										1.5% of Total Contract Price	



TENNIS COURT SCOPE OF WORK												
Clear Spring High School												
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	LS	1	(Included)	-	-	-	-	
A.2	Layout	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.3	Project Management	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.4	Power wash the existing playing surface	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.5	Repair existing minor crack on the playing surface	30	LF	Crack Repair	LF	30	\$ 6.25	6%	\$ 5.88	\$ 187.50	\$ 176.25	
A.6	Supply and install Riteway crack repair material	100	LF	Riteway Crack Repair	LF	100	\$ 42.44	5%	\$ 40.32	\$ 4,244.00	\$ 4,031.80	
A.7	Supply and install 1 coat of resurfacer	25920	SF	Novasurface	1- 30 gal drum	9	\$ 697.00	5%	\$ 662.15	\$ 6,273.00	\$ 5,959.35	\$47,398.39
				Premium Rates	SF	25920	\$ 2.01	5%	\$ 1.91	\$ 52,099.20	\$ 49,494.24	
A.8	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	12	\$ 1,009.50	5%	\$ 959.03	\$ 12,114.00	\$ 11,508.30	
A.9	Supply and install White tennis court lines	2	EA	Novatex White	Per 1 Gal	4	\$ 59.45	5%	\$ 56.48	\$ 237.80	\$ 225.91	
A.10	Supply and install blended 10-and-under Orange Ball court lines	1	EA	Novatex Colors	Per 1 Gal	1	\$ 77.73	5%	\$ 73.84	\$ 77.73	\$ 73.84	
A.11	Supply and install tennis net assembly, black net posts, and center strap	3	SET	Additional Services	SET	3	\$ 814.05	6%	\$ 765.21	\$ 2,442.15	\$ 2,295.62	
Total List/Catalog Price:										\$	77,675.38	
Edge Member Discount:										\$	(3,910.07)	
Total Edge Member Price										\$	73,765.31	
Keystone Distributor Discount:										\$	(26,366.92)	
Total Base Scope of Work Price:										\$	47,398.39	
Z	Voluntary Alternate Options										Initial Next to Option(s) Selected	
Z.1	Add for Payment and Performance Bonds											
											1.5% of Total Contract Price	



PROJECT #9 – WILLIAMSPORT HIGH SCHOOL:

TENNIS COURT SCOPE OF WORK												
Williamsport High School												
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	LS	1	(Included)	-	-	-	-	\$77,198.37
A.2	Layout	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.3	Project Management	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.4	Power wash the existing playing surface	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.5	Repair existing minor crack on the playing surface	50	LF	Crack Repair	LF	50	\$ 6.25	6%	\$ 5.88	\$ 312.50	\$ 293.75	
A.6	Supply and install Riteway crack repair material	615	LF	Riteway Crack Repair	LF	615	\$ 42.44	5%	\$ 40.32	\$ 26,100.60	\$ 24,795.57	
A.7	Supply and install 1 coat of resurfacer	39360	SF	Novasurface	1- 30 gal drum	13	\$ 697.00	5%	\$ 662.15	\$ 9,061.00	\$ 8,607.95	
				Premium Rates	SF	39360	\$ 2.01	5%	\$ 1.91	\$ 79,113.60	\$ 75,157.92	
A.8	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	18	\$ 1,009.50	5%	\$ 959.03	\$ 18,171.00	\$ 17,262.45	
A.9	Supply and install White tennis court lines	6	EA	Novatex White	Per 1 Gal	6	\$ 59.45	5%	\$ 56.48	\$ 356.70	\$ 338.87	
A.10	Supply and install 10-and-under "Orange Ball" court lines	3	EA	Novatex Colors	Per 1 Gal	2	\$ 77.73	5%	\$ 73.84	\$ 155.46	\$ 147.69	
Total List/Catalog Price:										\$	133,115.40	
Edge Member Discount										\$	(6,658.90)	
Total Edge Member Price										\$	126,456.51	
Keystone Distributor Discount:										\$	(49,258.14)	
Total Base Scope of Work Price:										\$	77,198.37	
Z	Voluntary Alternate Options										Initial Next to Option(s) Selected	
Z.1	Add for Payment and Performance Bonds										1.5% of Total Contract Price	



PROJECT #10 – SOUTH HAGERSTOWN HIGH SCHOOL:

TENNIS COURT SCOPE OF WORK												
South Hagerstown High School												
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	LS	1	(Included)	-	-	-	-	
A.2	Layout	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.3	Project Management	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.4	Power wash the existing playing surface	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.5	Repair existing minor crack on the playing surface	65	LF	Crack Repair	LF	65	\$ 6.25	6%	\$ 5.88	\$ 406.25	\$ 381.88	\$79,596.78
A.6	Supply and install Riteway crack repair material	480	LF	Riteway Crack Repair	LF	480	\$ 42.44	5%	\$ 40.32	\$ 20,371.20	\$ 19,352.64	
A.7	Supply and install 1 coat of resurfacer	41580	SF	Novasurface	1- 30 gal drum	14	\$ 697.00	5%	\$ 662.15	\$ 9,758.00	\$ 9,270.10	
				Premium Rates	SF	41580	\$ 2.01	5%	\$ 1.91	\$ 83,575.80	\$ 79,397.01	
A.8	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	18	\$ 1,009.50	5%	\$ 959.03	\$ 18,171.00	\$ 17,262.45	
A.9	Supply and install White tennis court lines	8	EA	Novatex White	Per 1 Gal	8	\$ 59.45	5%	\$ 56.48	\$ 475.60	\$ 451.82	
A.10	Supply and install bleneded 10-and-Under "Orange Ball" court lines	4	EA	Novatex Colors	Per 1 Gal	2	\$ 77.73	5%	\$ 73.84	\$ 155.46	\$ 147.69	
Total List/Catalog Price:										\$	132,757.85	
Edge Member Discount										\$	(6,641.96)	
Total Edge Member Price										\$	126,115.90	
Keystone Distributor Discount:										\$	(46,519.12)	
Total Base Scope of Work Price:										\$	79,596.78	
Z	Voluntary Alternate Options										Initial Next to Option(s) Selected	
Z.1	Add for Payment and Performance Bonds										1.5% of Total Contract Price	



PROJECT #11 – NORTH HAGERSTOWN HIGH SCHOOL:

TENNIS COURT SCOPE OF WORK												
North Hagerstown High School												
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	LS	1	(Included)	-	-	-	-	
A.2	Layout	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.3	Project Management	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.4	Power wash the existing playing surface	1	LS	Additional Services	LS	1	(Included)	-	-	-	-	
A.5	Repair existing minor crack on the playing surface	45	LF	Crack Repair	LF	45	\$ 6.25	6%	\$ 5.88	\$ 281.25	\$ 264.38	
A.6	Supply and install Riteway crack repair material	390	LF	Riteway Crack Repair	LF	390	\$ 42.44	5%	\$ 40.32	\$ 16,551.60	\$ 15,724.02	
A.7	Supply and install 1 coat of resurfacer	47520	SF	Novasurface	1- 30 gal drum	15	\$ 697.00	5%	\$ 662.15	\$ 10,455.00	\$ 9,932.25	\$85,002.56
				Premium Rates	SF	47520	\$ 2.01	5%	\$ 1.91	\$ 95,515.20	\$ 90,739.44	
A.8	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	21	\$ 1,009.50	5%	\$ 959.03	\$ 21,199.50	\$ 20,139.53	
A.9	Supply and install White tennis court lines	8	EA	Novatex White	Per 1 Gal	8	\$ 59.45	5%	\$ 56.48	\$ 475.60	\$ 451.82	
A.10	Supply and install bleneded 10-and-Under "Orange Ball" court lines	4	EA	Novatex Colors	Per 1 Gal	2	\$ 77.73	5%	\$ 73.84	\$ 155.46	\$ 147.69	
A.11	Supply one (1) Baseline Vision Camera	1	EA	Additional Services	EA	1	\$ 3,469.72	6%	\$ 3,261.54	\$ 3,469.72	\$ 3,261.54	
Total List/Catalog Price:										\$		148,103.33
Edge Member Discount:										\$		(7,442.68)
Total Edge Member Price:										\$		140,660.66
Keystone Distributor Discount:										\$		(55,658.10)
Total Base Scope of Work Price:										\$		85,002.56
Z	Voluntary Alternate Options											Initial Next to Option(s) Selected
Z.1	Add for Payment and Performance Bonds											1.5% of Total Contract Price

SCOPE OF WORK

KEYSTONE hereby agrees to supply site preparation and installation of the Novacrylic color coating court playing surface, manufactured by Nova Sports U.S.A., Inc, as required, at the work sites (hereinafter "Project Site Location"), generally in accordance and as further described within the "Scope of Work" set out below and otherwise in keeping with the terms and conditions of this Supply & Installation proposal, the parties hereto agree as follows;

1) Schedule:

- a) Commencement Date: TBD
- b) Substantial Completion Date: TBD

2) Demobilization & Post-Completion:

- a) Inspection/punch list/close out of Project Site Location with OWNER.
- b) Perform site clean-up inclusive of removal of waste materials and deposit same in a dumpster or other receptacle supplied by KEYSTONE.
- c) Demobilize equipment and labor.

3) Extras:

- a) Any materials and/or services not expressly included in this Scope of Work, are not included within the Proposal price and if requested to be supplied or performed by OWNER in writing, and agreed to by KEYSTONE, shall be deemed an extra to this Supply and Installation Proposal. Said additional materials and/or services shall be supplied and/or performed at a cost to be agreed by the parties hereto in writing.

4) Notes:

- a) Replacement of net post footers assumes the existing asphalt is 4" thick.
- b) New asphalt must cure a minimum of thirty (30) days before the color coating can be installed.
- c) Surface and air temperature must be 50°F and rising for the color coating to be installed
- d) Owner must supply access to a water supply at the project location.
- e) Pricing is based on the Novacrylic Standard Colors.
- f) Due to uncertain stabilization of asphalt, we reserve the right to increase the contract price in an amount equal to our increase subsequent to the date of the contract. This proposal is based on an A.C index of \$640.00.

5) Exclusions:

KEYSTONE has NOT INCLUDED the following items in the Scope of Work and are therefore not reflected in the contract price:

- a) Any item not included within the Scope of Work herein
- b) Mobilization and de-mobilization in greater occurrence than the one (1) mobilization anticipated
- c) Engineering and/or design fees including but not limited to the storm water pollution prevention plan
- d) Payment and performance bonds, unless otherwise noted
- e) Survey and layout work beyond the work required to ensure compliance of the installation
- f) Liquidated damages
- g) Compaction testing
- h) Permits, fees, licenses
- i) Rock excavation, removal and disposal
- j) Unsuitable soils
- k) Groundwater remediation
- l) Lime, lime slurry, and cement-stabilized subgrade treatments
- m) Site security
- n) Scoreboards, timekeeping, and communication system components
- o) Underground, multi-chamber, extended detention, sand filters and lever spreader systems
- p) Extra excavation and aggregate needed if customer decides to change any court elevations from current proposed elevations
- q) Private utility locating
- r) E&S controls
- s) Stormwater management facilities
- t) New chain link fence. Price assumes existing fence mesh can be reused.
- u) Removal, disposal, supply and/or installation of new fence posts and/or fence post footers
- v) Windscreen
- w) Concrete curb and flatwork
- x) Relocation of the existing Tennis Courts in the Base Scope of Work at PROJECT #1. Base Scope of Work assumes the existing Tennis Courts will remain in their existing locations.
- y) Landscaping including but not limited to tree/stump removal, plantings, topsoil import, rake, seed, and straw mulch
- z) Temporary access road
- aa) Modifications to the existing basketball hoop and footer at PROJECT #2 and PROJECT #3
- bb) Modifications to the existing tennis net assemblies, net post footers, and center anchors at PROJECT #5, PROJECT #6, Clear Spring Middle School (PROJECT #7), PROJECT #8, PROJECT #9, and PROJECT #10

6) Special Conditions:

- a) **INFORMATION AND RESPONSE:** OWNER will promptly respond to all KEYSTONE reasonable requests for information, and in so doing, provide KEYSTONE with full and complete disclosure to ensure project continuity and minimize delays.
- b) **COLOR SELECTION:** OWNER must select paint colors at least thirty (30) days prior to the scheduled installation date. Color selections must be communicated to KEYSTONE in writing. Failure to provide final color selection within the specified timeframe will result in KEYSTONE ordering stadium blue and grass green colors as the default option for the court surface. KEYSTONE will make reasonable efforts to accommodate OWNERS's preferred colors but reserves the right to suggest alternatives or proceed with defaults, if necessary, due to availability or feasibility. OWNER acknowledges that delays or additional costs may arise from changing the color scheme after the specified timeframe.
- c) **EXISTING CONDITIONS:** Due to the degradation of the existing asphalt at PROJECTS #3, #5, #6, #7, #8, #9, AND #10, KEYSTONE cannot guarantee or warrant that any crack repairs performed will not continue to expand. cannot guarantee or warrant that any crack repairs performed will not continue to expand. The preliminary site inspection shows that the asphalt has experienced severe cracking, and the total surface is in need of repaving. Any repairs performed are intended to be temporary measures to provide stability and slow the rate of cracking. Once a crack is present in the asphalt, it will continue to expand linearly until it terminates at the limit of the court. KEYSTONE shall not be liable to OWNER or any third-party for any injuries suffered by users of the courts. KEYSTONE takes no responsibility for any further failures of the asphalt. OWNER shall defend, indemnify and hold harmless KEYSTONE from any third-party claims, losses or damages that may arise from said third-party's use of the court.
- d) **ACCESS:** Once the work commences, KEYSTONE is to have full, direct and easy access and right of way to the Project Site Location. It is hereby acknowledged and agreed that KEYSTONE is not responsible for any damage as a result of moving men and equipment through any point of entry or access to or from the Project Site Location. OWNER is responsible to provide clear, stable, appropriate and safe access to and from the Project Site Location. A staging area will be made available by the OWNER to KEYSTONE within reasonable proximity to the Project Site Location.
- e) **UNDERGROUND SERVICES OR OBSTRUCTIONS:** OWNER will be solely responsible for all costs associated with removal/relocation of any above ground or underground obstructions such as hazardous materials or any unidentified substances, utilities or services (except those utilities identified by KEYSTONE /OWNER), which

will impede or hinder the performance of the Scope of Work or access to the Project Site Location.

- f) **SUBSURFACE CONDITIONS:** Work requiring stormwater attenuation must have geotechnical testing performed to establish subsurface infiltration rates to design the system properly. This includes limiting conditions such as rock and groundwater, requiring design to avoid those conditions. Both items often vary significantly throughout the Site, and possibilities exist in untested areas that both may be encountered at shallower depths. Suppose the Work requires earthmoving and groundwater is encountered during construction. In that case, the matter will be reviewed with the Owner, and a cost will be established to remedy the found condition to enable the Work to be properly completed. No work will be done on addressing the groundwater issue without written authorization from the Owner. If the scope of work does not involve earthmoving or subsurface stormwater improvements and simply involves surface repairs and resurfacing of existing athletic facilities, the Contractor will not be held responsible for any groundwater issues that may arise through no fault of the Contractor.
- g) **LIGHTING, ELECTRICITY & FACILITIES:** Existing lighting (if required), use of existing permanent electrical power, facility restrooms and access are to be provided and maintained by OWNER for KEYSTONE use during its performance of the Scope of Work at the Project Site Location. All such utilities or facilities will be supplied at no cost to KEYSTONE and will not be the subject of a credit or chargeback to this Supply and Installation Contract.
- h) **UNION LABOR:** OWNER acknowledges and understands that KEYSTONE is an 'open or merit shop' and as such is a non-unionized company. Further, OWNER acknowledges and understands that KEYSTONE has determined and agreed to the Contract Price based on this premise. In the event KEYSTONE'S ability to perform its Scope of Work or access to the Project Site Location is impeded by union activity and KEYSTONE is reasonably required to utilize union labor or pay union wage rates to complete the Project or any aspect of it, such additional labor costs incurred by KEYSTONE, if any, shall be at the expense of OWNER and will be deemed to be an approved extra to the contract price. KEYSTONE to follow Department of Labor requirements.
- i) **DELIVERY:** Any materials, including without limitation, tennis court materials, tools, equipment or other sundry items delivered to OWNER by KEYSTONE prior to the Commencement Date shall be deemed to be under KEYSTONE care, custody, and control, and as such, KEYSTONE is at full risk regarding material quantity reconciliation and the replacement of lost or stolen materials. All materials, including without limitation, tennis court materials, tools, equipment or other sundry items so delivered by KEYSTONE shall remain the property of KEYSTONE pending completion of the Scope of Work and payment in full of the contract price. KEYSTONE agrees to name OWNER

as additional insured and maintain liability limits of \$1,000,000 (one million dollars) per occurrence.

- j) **PROPOSAL PRICING:** The Scope of Work and Proposal Pricing herein are valid for a period of thirty (30) calendar days from the date of this proposal. Pricing of this proposal assumes construction is to be complete in the year 2026. The price is subject to increase if affected by an increase in freight, raw materials, taxes, levies or any new legally binding imposition affecting the transaction. Negotiations continuing beyond the date and time of expiration shall require the submittal of a separate proposal, at the discretion of Keystone Sports Construction.
- k) **PAYMENT TERMS – PROJECTS #1, #2, and #4, ONLY:**
- DRAW #1 - 30% of total contract price and full bonding costs (if applicable) due upon signing
 - DRAW #2 - 30% upon mobilization
 - DRAW #3 - 30% upon completion of paving
 - DRAW #4 - 10% (remainder/balance) due upon completion
- l) **PAYMENT TERMS – PROJECTS #3, #5, #6, #7, #8, #9, and #10, ONLY:**
- DRAW #1 - 35% of total contract price and full bonding costs (if applicable) due upon signing
 - DRAW #2 - 35% upon mobilization
 - DRAW #3 - 30% (remainder/balance) due upon completion
- m) **ADVERSE WEATHER DELAY:** Shall be quantified, recorded and qualified for any monthly total exceeding normal weather occurrences as recorded by on-site weather data station or closest NOAA Weather Station. Adverse Weather Delays are considered for any weather event that deviates from the normal duration, rate, frequency or other normal as recoded by historic weather data services. Adverse Weather Delays are considered for any 24-hour period that receives greater than 0.1-inch precipitation or when low temperatures are 32°F or below. OWNER shall be notified of delays in excess of normal occurrences. Date of substantial completion shall be adjusted accordingly and based upon the documented delay occurrences. Any costs associated with the delay shall be submitted for approval and inclusion in the contract by change order.
- n) **ACCESS AND EGRESS:** Removal/repair to existing asphalt walks/drives/roads/parking lots. –Damage caused to property by KEYSTONE outside the access and egress areas and normal work area around the courts, will be repaired in a proper manner by KEYSTONE. KEYSTONE to provide digital Dropbox folder of entire project start to finish. Walks or drives that are currently damaged or risk compromise or damage are not

covered by KEYSTONE. Damage to Access and egress to and from the courts for construction is the responsibility of the owner.

- o) **COMPLETION DOCUMENTS:** KEYSTONE shall provide OWNER with a Substantial Completion Certificate and a Final Completion Certificate upon reaching respective project milestones. OWNER agrees to review and execute Certificates in a timely manner. In the event that Owner fails or refuses to sign either the Substantial Completion Certificate or the Final Completion Certificate, for any reason other than a documented and unresolved material defect in the Work, no warranties—express or implied—shall be released to the Owner. KEYSTONE shall have no further obligation to administer any warranty provisions until such time that Owner has executed all required completion documents.
- p) **CONSTRUCTION CONTINGENCY:** It is advised that the OWNER maintain a contingency account throughout the term of the contract. This account should contain liquid funds equal to 10% of the Contract Sum.

OWNER

Signature: _____

Printed Name: _____

Title: _____

Date: _____

If you **need** a payment and performance bond, please sign the line YES below to request it. The cost of the bond is **1.5% of the total contract value**, and once requested, this fee **cannot be refunded**. If you **do not** need a bond, sign the line NO to decline bonding.

YES - Signature to request Bonding: _____

NO – Signature to decline Bonding: _____

KEYSTONE SPORTS CONSTRUCTION

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Account Service Contact Sheet

KEYSTONE:

Managing Member: Christopher W. Wright

Cell: (484) 904-7853

Email: Chris@KeySSC.com

Managing Member: Russell H. Lyddane II

Cell: (610) 717-7571

Email: Russell@KeySSC.com

President : Benjamin Seleznow

Cell: (631) 241-0568

Email: Ben@KeySSC.com

Vice President of Specialty

Surfacing: Adam Al-Helal

Cell: (484) 620-2882

Email: Adam@KeySSC.com

Operations Manager: Alex Wright*****

Cell: (484) 802-6000

Email: Alex@KeySSC.com

Regional Sales Manager: Tim Fitzgerald

Cell: (410) 375-4481

Email: Tim@keySSC.com

Should you have any questions, concerns, or issues please feel free to reach out to anyone at Keystone Sports Construction who has been assigned to handle your account at any time – including after-hours and on weekends. We look forward to providing you with the best sports surfacing and best customer service experience in the industry.

Christopher Wright

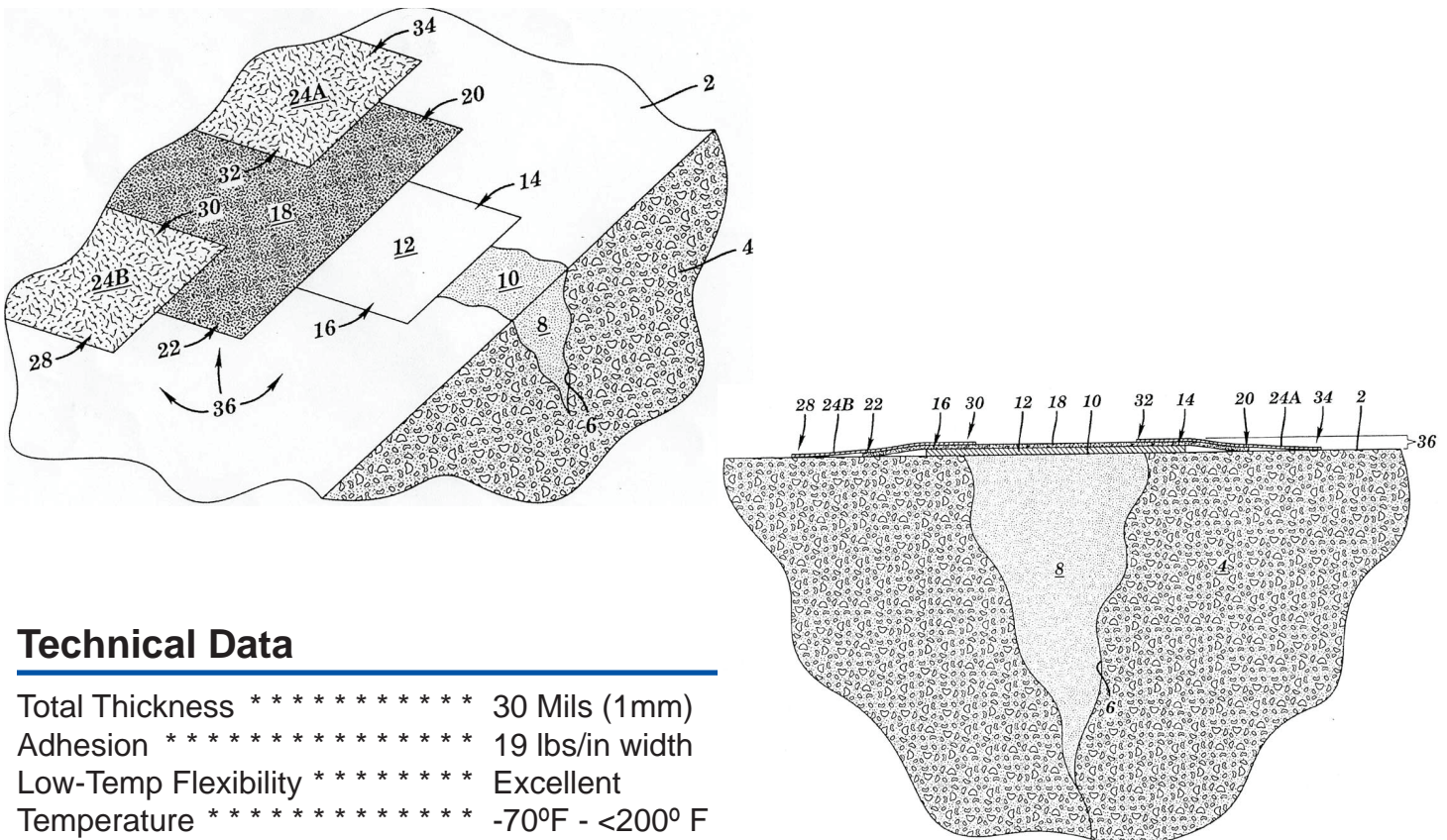
Managing Member

Cut Sheet

1. #4 = Base
2. #8 & 10 = Filled Crack
3. #12 & 14 = RiteWay Seam Tape 6"
4. #18, 20 & 22 = RiteWay Stress Matt 20"
5. #24A & B = RiteWay Bonding Edge 9"

RiteWay Seam Tape utilizes advanced Exclusive Technology, a 100% solids formulation of synthetic resins, thermoplastics and non-curing rubber (non-butyl) with a built-in primer, bonded to a woven polyester backing for maximum comfortability.

Designed NOT to harden under even the most rigorous conditions. Sag temperature >200° F. Adhesive is protected (while in a roll) by a tough, easily removed siliconized release liner, which prevents contaminations prior to its use. All materials are prefabricated to provide uniform thickness.



Technical Data

Total Thickness	*****	30 Mils (1mm)
Adhesion	*****	19 lbs/in width
Low-Temp Flexibility	*****	Excellent
Temperature	*****	-70°F - <200° F
Pliability	*****	No membrane cracks
Water Vapor Test (ASTME 96B)		.005 grms/100" sq./24hours/100°
Permanence	*****	.001 perms maximum
Elongation	*****	>500%
Application Temperature	*****	>150°F to 20°F

RiteWay

Tru-Bounce Crack Repair

Exclusive Technology
Long-term Repair

#1 Crack Repair

Recommended by
Engineers, Architects,
Park & Rec. Contractors



Tennis - Basketball - Pickleball

GUARANTEED

Add years to your
cracked courts
affordably

1-877-5 RiteWay

No Bubbles
No Dead Spots
No Hollow Sounds

RiteWay Crack Repair - #1 in Crack Repair
US Patent No. 7,597,503

RiteWay Guarantees
NO Bubbles, NO Dead Spots
NO Hollow Sounding Areas

"Courts will be 100% Tournament Playable"
Guaranteed

Call for a Certified Contractor in your Area!

✉ info@ritewaytennis.com ☎ 1-877-5 RiteWay

🌐 www.ritewaytennis.com

RiteWay

Tru-Bounce Crack Repair

Properly
Prepared
Crack



When You Fix
a CRACK
"Do It The RiteWay"



1. Apply Exclusive RiteWay Tape



2. Applying RiteWay Stress Mat



3. Applying RiteWay Bonding Edge

NO Drying Time Between Steps

Finished Repair Ready for Color Coating

US Patent No.
7,597,503



RiteWay
Crack Repair

Repairing the RiteWay Saves You \$ Over Time



Before



After

RiteWay Fixes the Problem
Does not Just Cover it Up

RiteWay Leaves Courts 100%
Tournament Playable

NO Bubbles, NO Dead Spots
NO Hollow Sounds

There is only 1 way to fix your
cracks the RiteWay

info@ritewaytennis.com

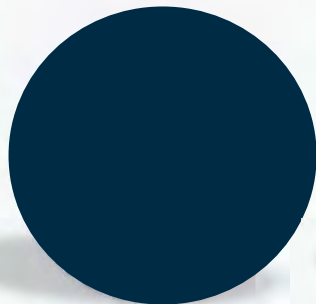
1-877-5 RiteWay



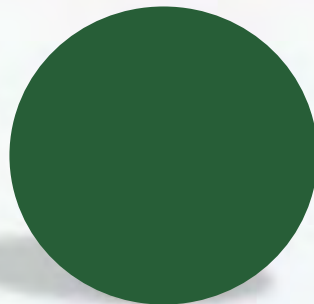
www.ritewaytennis.com

ENVIRONMENTALLY RESPONSIBLE · ASBESTOS FREE · MERCURY FREE

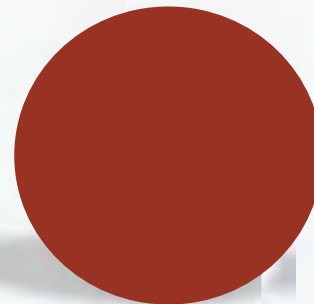
S P O R T S U R F A C E S



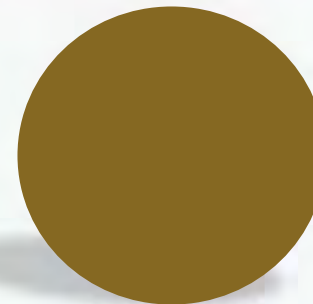
#4SB STADIUM BLUE



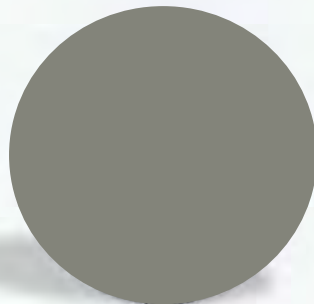
#1 GRASS GREEN



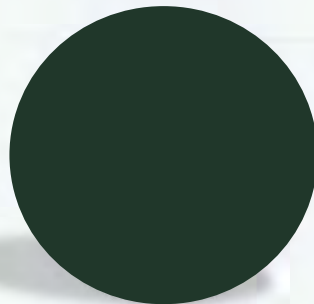
#2 RED



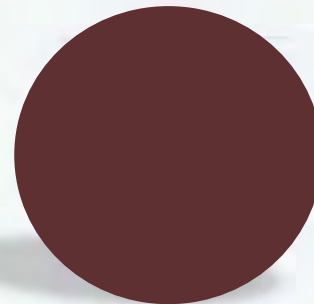
#12 SAND DUNE



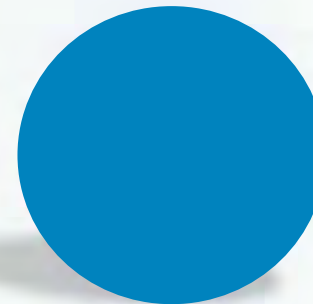
#6 GREY



#9 NOVA GREEN



#10 BURGUNDY

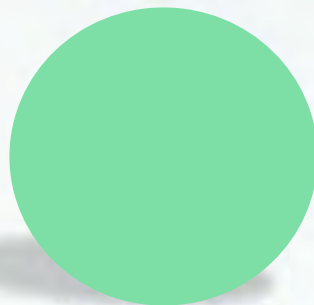


#4 BLUE

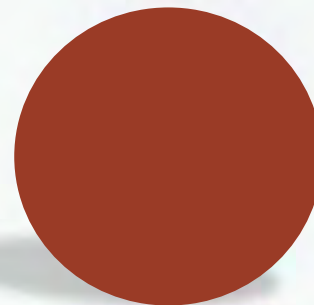
These are digital representations
of the 11 standard Nova colors.

Contact info@novasports.com
for a physical color swatch
sample.

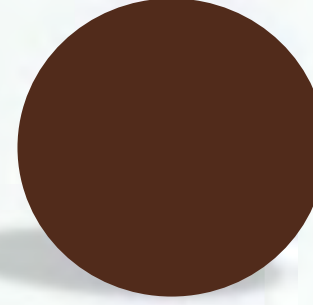
Custom colors* available upon request.
*minimum quantity may be required.



#11 CLASSIC GREEN



#3 TERRA COTTA



**#7 BROWN
field mix**





Agenda Report Form

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-25-0214) - One (1) Pierce Enforcer Pumper for the Division of Emergency Services

PRESENTATION DATE: October 14, 2025

PRESENTATION BY: Brandi Kentner, CPPO, Director of Purchasing Department, and Eric Jacobs, Assistant Director – Division of Emergency Services

RECOMMENDED MOTION: Move to authorize by Resolution for the purchase of One (1) Pierce Enforcer Pumper Truck to Atlantic Emergency Solutions, of Manassas, VA., for the total sum of \$1,026,542, and to utilize another jurisdiction's contract (F12-23) that was awarded by Houston-Galveston Area Council (H-GAC) to Atlantic Emergency Solutions.

REPORT-IN-BRIEF: The addition of this unit will provide essential reserve capacity for the county's emergency operations. The existing fleet of three units is currently overextended, often resulting in limited availability when equipment is required for response, maintenance rotation, or unforeseen incidents. This lack of reserve coverage can negatively impact operational readiness and response efficiency during peak demand periods or simultaneous emergencies. Establishing an additional reserve unit will enhance reliability, ensure continuity of service, and improve the Division's ability to maintain adequate coverage across all response areas. Furthermore, this measure supports long-term sustainability by reducing wear on frontline units and extending their operational lifespan.

DISCUSSION: 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 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 with direct cost savings in the purchase of this equipment because of the economies of scale this contract has leveraged. Acquisition of this equipment by utilizing the HGAC contract and eliminating our county's bid process would result in administrative efficiencies and cost savings for the Division of Emergency Services and Purchasing Department. I am confident that any bid received as a result of an independent County solicitation would exceed the spend savings that HGAC's contract provides through this agreement.

FISCAL IMPACT: Funding for this purchase is available in the department's Capital Improvement Program (CIP) account 11430-10-VEH009.

CONCURRENCES: Director of Division of Emergency Services

ATTACHMENTS: Atlantic Emergency Solutions, quote dated 9/15/25

RESOLUTION NO. RS-2025-

(Intergovernmental Cooperative Purchase [INTG-25-0214] One [1] Pierce Enforcer Pumper for the Division of Emergency Services)

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 Division of Emergency Services seeks to purchase one (1) Pierce Enforcer Pumper Truck to Atlantic Emergency Solutions, of Manassas, Virginia, for the total sum of \$1,026,542, and to utilize another jurisdiction's contract (#F12-23) that was awarded by Houston-Galveston Area Council (H-GAC) to Atlantic Emergency Solutions.

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 Division of Emergency Services is hereby authorized to purchase one (1) Pierce Enforcer Pumper Truck to Atlantic Emergency Solutions, of Manassas, Virginia, for the total sum of \$1,026,542, and to utilize another jurisdiction's contract (#F12-23) that was awarded by H-GAC to Atlantic Emergency Solutions.

Adopted and effective this ____ day of October, 2025.

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



Proposal for Furnishing Apparatus

Sep 15, 2025

Department: Washington County Maryland

Attn: Eric Jacobs

16232 Elliott Parkway Williamsport, Maryland

Upon an order being placed by you, and final acceptance by Pierce Manufacturing the apparatus and equipment herein named will be manufactured for the following prices:

Bid #	1335	Price
Pierce Enforcer Pumper		\$1,224,542.00
Pre-Pay Option Discount		(\$198,000.00)

Total : **\$1,026,542.00**

Any discount(s), whether implied or explicit, will be applied upon delivery, acceptance, and final invoicing of Apparatus. Said apparatus and equipment are to be built and shipped in accordance with the specifications hereto attached, delays due to strikes, war, or intentional conflict, failures to obtain chassis, materials, or other causes beyond our control not preventing, within about 1500 calendar days after receipt of this order and the acceptance thereof by Pierce Manufacturing. Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract, and merely an approximation based on current information. Delivery updates will be made available, and a final firm delivery date will be provided as soon as possible.

Persistent Inflationary Environment: If the Producer Price Index of Components for Manufacturing [www.bls.gov Series ID:WPUID6112] ("PPI") has increased at a compounded annual growth rate of 5.0% or more between the month Pierce accepts our order ("Order Month") and a month 14 months prior to the then predicted Ready For Pickup date ("Evaluation Month"), then pricing may be updated in an amount equal to the increase in PPI over 5.0% for each year or fractional year between the Order Month and the Evaluation Month. Atlantic will document any such updated price for the customer's approval before proceeding and provide an option to cancel the order.

Taxes: Tax is not included in this proposal. In the event that the purchasing organization is not exempt from sales tax or any other applicable taxes and/or the proposed apparatus does not qualify for exempt status, it is the duty of the purchasing organization to pay any and all taxes due.

Cancellation: In the event this proposal is accepted, and a purchase order is issued then cancelled or terminated by Customer before completion, Atlantic Emergency Solutions may charge a cancellation fee of 30% of the purchase price.

Terms: The terms of this proposal will be governed by the laws of the Commonwealth of Virginia. Atlantic Emergency Solutions requires an authorized individual from the above stated Customer sign and date this proposal and have it referenced on any purchase order. Upon signing of this proposal, the terms and conditions stated herein will be considered binding and accepted by Customer. No additional terms or conditions will be binding upon Atlantic Emergency Solutions unless agreed to in writing and executed by a duly authorized officer of Atlantic Emergency Solutions.

This proposal is valid 30 Days.

Sincerely,

Rodney Guessford

Regional Account Manager
14 E. Sunset Ave.
Williamsport, MD 21795

Atlantic Emergency Solutions:

X

Name: _____

Title: _____

Date: _____

Customer:

X

Name: _____

Title: _____

Date: _____

Respondent: Pierce				
Code or Part No.	Quantity	Option Description	August 2025 Published Pricing	Customization
157	1	Add Frame Liner Custom	\$3,049.00	
160	1	upgrade to 22,800# front axle	\$6,805.00	
162	1	upgrade to 27,000# rear axle	\$7,936.00	
176	1	Tire Chains - Rear Axle	\$6,485.00	
178	1	Custom Aluminum Wheels, front	\$4,290.00	
179	1	Aluminum Wheels, Rear Single Axle	\$5,364.00	
186	1	Mud Flaps	\$920.00	
191	1	ESC/ABS/ATC	\$9,265.00	
193	1	Disc Brakes Front	\$3,248.00	
194	1	Disc Brakes, Rear, Single	\$1,182.00	
210	1	Cummins X10 to PACCAR 510	\$52,409.00	
215	1	Engine EPA Compliance upgrade	\$30,251.00	
230	1	75 gallon fuel tank	\$2,169.00	
235	1	EVS 3000 to 4000	\$14,124.00	
240	1	Steering with controls	\$2,304.00	
248	2	Bumper Modifications for drop trays	\$4,944.00	
271	1	Electric Windows	\$3,096.00	
278	1	Cab/Crew additional Step lighting	\$2,165.00	
279	1	Handrail with LED Lighting Cab or body per 2	\$842.00	
291	1	Mounting plate on engine tunnel	\$736.00	
294	1	Heavy Duty Metal Dash	\$2,180.00	
296	1	Interior Headliner Vinyl Upgrade	\$2,602.00	
299	1	Heavy Duty HVAC	\$5,253.00	
308	1	Safety System	\$13,853.00	
309	1	Driver Safety Seat	\$1,923.00	
310	1	SCBA Safety Seat	\$2,134.00	
316	1	Hands Free SCBA Bracket (ea)	\$1,028.00	
317	1	EMS Boxes	\$1,496.00	
322	2	Compartment Crew Cab with storage	\$4,666.00	
327	4	Spare 12 volt circuit	\$1,660.00	
328	4	Spare USB Connection	\$1,324.00	
338	1	Intercom System (up to 6 position)	\$7,704.00	
341	6	Intercom Headset - Wired	\$4,392.00	
354	1	Install radio speakers	\$182.00	
369	1	Camera System Rear	\$1,284.00	
382	1	Batteries 6 total	\$1,808.00	
389	1	Kussmaul Pump plus	\$3,949.00	
397	1	Auto-eject 20 amp	\$972.00	
413	1	LED Headlights	\$2,568.00	
415	1	DOT Lighting LED Upgrades	\$2,853.00	
416	1	Tail lighting LED Upgrade	\$2,449.00	
417	1	LED body perimeter additional	\$3,452.00	
422	1	12 volt LED Scene - C	\$3,173.00	
428	1	12 volt LED Hi-Viz Brow C	\$12,562.00	
473	1	NY Hose Bed	\$5,204.00	
474	1	Upgrade NY Style Tank	\$3,536.00	
		Base Bid	\$966,751.00	
		Published Options	\$255,791.00	
		Total Published Options	\$1,222,542.00	
		Unpublished Options	\$0.00	0%
		Total Options w/o HGAC Fee	\$1,222,542.00	



Agenda Report Form

Open Session Item

SUBJECT: Revisions to the current bylaws for the Recreation & Parks Advisory Board

PRESENTATION DATE: Tuesday, October 14, 2025

PRESENTATION BY: Jamie Dick, Deputy Director, Parks & Recreation and Andrew Eshleman, Director of Public Works

RECOMMENDED MOTION: Move to approve the Recreation & Parks Advisory Board bylaws with the proposed revisions.

REPORT-IN-BRIEF: The current bylaws for the Recreation & Parks Advisory Board are outdated due to numerous issues, namely that many of the objectives & purposes are based off of the Board's ability to acquire real property for Parks & Recreation facilities, as well as revisions to address inconsistencies and practical concerns in regard to Membership, and mandatory timelines for meeting agendas.

DISCUSSION: Per the current (and proposed) bylaws, the BOCC has the authority to amend said bylaws. Many of the objectives and purposes are rooted in CPLL section 1-602, which allows property acquired by the BOCC to be turned over to the Rec & Parks Board. While local law allows the Rec & Parks Board to own and control real and personal property relevant to the Parks & Rec programs, mechanism/power has never been utilized and no Parks & Rec facility has been deeded to the Rec & Parks Board. It is advised that the bylaws revisions be adopted as they are consistent with the Rec & Parks Board's actual role as more advisory than managerial, while remaining consistent with the relevant sections of the CPLL.

FISCAL IMPACT: N/A

CONCURRENCES: Deputy County Attorney

ATTACHMENTS: Proposed bylaws of Recreation & Parks Advisory Board with track changes



BYLAWS

RECREATION AND PARKS BOARD OF WASHINGTON COUNTY, MARYLAND):

(Revision adopted by the Board of County Commissioners on the ____ day of ____, 2025)

By virtue of Section 1-602 of the Code of the Public Local Laws of Washington County, Maryland, there is a Recreation and Parks Board in Washington County.

ARTICLE I - OBJECTIVES AND PURPOSES

a. The purposes and programs of the Recreation and Parks Board (the "Board") include the preservation and use of real property, and of personal property, which is appurtenant and adjunctive to it, as park and recreation areas. ~~Under the direction of the Board of County Commissioners (the "Commissioners"), the Board shall administer and control the areas and properties deemed suitable and useful for these purposes and programs~~The Board shall ~~administer the areas and properties deemed suitable and useful for these purposes and programs~~execute and perform its duties pursuant to the directives of the Board of County Commissioners ("Commissioners"). The Board shall have the other following purposes:

b. To cooperate with other County agencies, the City of Hagerstown and other municipalities, the Board of Education and civic groups in providing technical assistance in preparing applications for grants as pertaining to parks and recreation.

c. To ~~assist the Commissioners and County staff in the~~ develop~~ment of~~ countywide park and recreation plans and develop park site plans.

d. To ~~assist in the~~ coordinat~~ion of~~e a countywide comprehensive recreation and open space plan.

e. To ~~assist in the plan~~planning of new parks and recreational facilities. •

f. To coordinate use of Board of Education facilities by the public in accordance with

Joint use agreements.

g. To ~~provide for~~ advise the Commissioners and assist County staff in the development and operation of recreational opportunities for all residents of Washington County.

h. ~~—— To operate an office for handling all park, open space and recreation matters.~~

ARTICLE II - MEMBERSHIP

a. The Recreation and Parks Board consists of seven voting members appointed by the County Commissioners. One of the seven members shall be a County Commissioner serving ex officio. No other elected officials shall be eligible for appointment to the Board. The Board may also appoint two additional non-voting, ex officio members to the Board. The County Commissioner serving ex officio shall have the right to vote. No other ex officio member of the Board shall have the right to vote, unless substituting for an absent voting member.

b. The Board of Education shall recommend two (2) members for appointment to the Board. One such member shall be the Supervisor of Physical Education and Athletics, unless the incumbent Supervisor would have a conflict with these Bylaws or a County policy, including without limitation the Boards and Commissions Policy. One of the two members named by the Board of Education shall be an ex-officio, non-voting member of the Board. When a vacancy occurs regarding a member recommended by the Board of Education, a request shall be made to the Board of Education for a recommendation to replace that member.

c. No full-or part-time compensated employee of the County is eligible for appointment to the Board. All members of the Board, including ex officio and non-voting members, must be residents of Washington County, Maryland. Any member of the Board who ceases to be a resident of Washington County shall be ineligible to retain membership on the Board.

d. To support the Board in the completion of its duties, staff from the Recreation, Parks and Planning Departments shall provide primary support service. However, additional support may be requested and provided by any and all agencies and departments of County government.

e. The term of a member of the Board is 3 years. The terms of members are staggered as required by the terms provided for members of the Board on July 1, 1984. At the end of a term, a

member continues to serve until a successor is appointed and qualifies. A member appointed after a term has begun serves only for the rest of the term and until a successor is appointed and qualifies.

f. Members may serve two (2) consecutive terms. Following the second consecutive three (3) year term, a member shall be eligible for reappointment following an intervening one (1) year period or approval by the Commissioners. In case there is a vacancy on the Board, the Commissioners shall appoint a member to fill the said vacancy in accordance with this article.

g. The Commissioners shall have the authority to remove any member of the Board when, in their discretion, the best interests of the community shall be served thereby. The status of a Board member who has accumulated three (3) unexcused absences in a calendar year shall be reviewed by the Board, which may make a recommendation to the Commissioners by a majority vote that the member be removed.

~~h. —Each member of the Board is entitled to reimbursement for expenses as provided in the annual budget.~~

i. The Board shall also be governed by County, State and Federal laws and County ordinances, resolutions, policies and practices, as amended from time to time, including without limitation the Board and Commissions Policy and the Ethics Ordinance.

Note: On May 2, 2000, the Board of County Commissioners voted to eliminate the compensation provided to the Recreation & Parks Board, the Airport Commission and the Water & Sewer ..Advisory Commission.

ARTICLE III - OFFICERS

a. The officers of the Board shall be the Chair and Vice-Chair. Officers shall be elected at the December meeting from the duly-appointed Board members. They shall serve for one (1) year or until a successor shall be elected.

b. In the absence of the Chair, the Vice-Chair shall perform all the duties of the Chair.

c. The Chair or Vice-Chair shall appoint some competent person to serve as secretary for each meeting, which person need not be a member of the Board and may be a County employee.

d. In the case any officer's position is vacant through death; resignation, disqualification, removal or other cause, the members of the Board, by affirmative vote of the majority thereof, may elect a successor from the membership to hold office for the unexpired portion of the term of the officer whose place shall be vacant, and until the election of a successor, or until the member shall be removed, prior thereto, by an affirmative vote of the majority of the members. Any officer may be removed from office with or without cause by the affirmative vote of two thirds (or 5) of the members entitled to vote at any meeting called for that purpose.

ARTICLE IV - RESPONSIBILITIES OF OFFICERS

a. The Chair shall:

- (1) Preside over all meetings of the Board.
- (2) Perform other duties as delegated by the Board.
- (3) Sign all minutes when approved by the Board.
- (4) Appoint appropriate committees.
- (5) Review the annual report and budget for presentation to the Commissioners.
- (6) Sign official papers on behalf of the Board.
- (7) Call special meetings when deemed advisable.
- (8) Perform all such duties as appropriate to the office.

b. The Vice-Chair shall:

- (1) Preside over meetings and exercise other functions of the Chair as set forth in subsection (a) above in the absence of the Chair.
- (2) Perform other duties as delegated by the Board.

a. Regular meetings shall be held on the first Thursday of each month *unless* rescheduled under extenuating circumstances by the Chair.

b. Special meetings of the Board shall be held whenever called by the Chair or Vice-Chair. Notice of any special meeting of the Board shall be given by mail or orally at least five (5) days before the meeting to each member to permit compliance with the notice requirements under the Open Meetings Act.

c. A majority of the total number of members of the Board and the Commissioner member, excluding other ex-officio members, shall constitute a quorum for the transaction of business at all meetings of the Board. However, if at any meeting less than a quorum shall be present, a majority of those present may adjourn the meeting. The action of the majority of the members present at any meeting at which there is a quorum shall be the action of the Board, except as may be otherwise specifically provided by law.

d. An affirmative vote of a majority of those present shall be necessary for the passage of any action.

e. All meetings shall be conducted in an orderly manner in accordance with Robert's Rules of Order.

f. An agenda shall be ~~mailed~~distributed to all members ~~ten-seven (7+0)~~ days in advance of regularly scheduled meetings.

g. The first regular meeting in January of each year shall be the organizational meeting, the purpose of which shall be the election of officers and the appointment of committees as deemed necessary by the Chair.

h. All meetings, except executive or closed sessions, are open to the public and shall be conducted in accordance with the Maryland Open Meetings Act.

1. i. No regular meetings will be held in July or August unless called by the Chair.

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ARTICLE VI. AMENDMENT OF BYLAWS

a. The Board may, from time to time, recommend to the Commissioners any amendment to any portion of these bylaws by a majority vote of the Board at any regular or special meeting called for that purpose. Only the Commissioners shall be entitled to amend these bylaws.

b. All members shall be given at least thirty (30) days written notice of any regular or -special meeting called for the purpose of recommending possible amendments to these bylaws.

The Bylaws are adopted this ____ day of _____, 2025.

ATTEST:

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

Dawn L. Marcus, Clerk

By: _____
John F. Barr, President



Agenda Report Form

Open Session Item

SUBJECT: Joint-Use Agreement for the rehabilitation and resurfacing of public tennis courts in the County

PRESENTATION DATE: October 14, 2025

PRESENTATION BY: Andrew Eshleman, Director of Public Works; Aaron Weiss, Assistant County Attorney

RECOMMENDED MOTION: Motion to approve and execute the Joint-Use Agreement as written.

REPORT-IN-BRIEF: On January 26, 2024, the former Use Agreement related to public tennis courts between the Board of Education and the Board of County Commissioners (the “County”) expired. The parties now desire to modify and execute a new Joint-Use Agreement which will shift the long-term responsibilities for the maintenance and care of certain public tennis courts to the Board of Education.

DISCUSSION: Whereas the former Use Agreement contemplated and required the County to inspect, maintain, repair, and otherwise operate the public tennis courts located at certain public schools within the County, the new Joint-Use Agreement will require the County to provide up-front costs for rehabilitation and resurfacing efforts. Once these rehabilitation and resurfacing projects are completed, the long-term duty to maintain and operate these courts will shift to the Board of Education.

FISCAL IMPACT: To be determined. The total fiscal impact is dependent on the County’s procurement process and vendor market prices.

CONCURRENCES:

ALTERNATIVES: N/A

ATTACHMENTS: New Joint-Use Agreement Draft

AUDIO/VISUAL NEEDS: N/A

JOINT-USE AGREEMENT

THIS JOINT-USE AGREEMENT (this "Agreement") is made this _____ day of _____, 2025, by and between the Board of County Commissioners of Washington County, Maryland (the "County"), and the Board of Education of Washington County, Maryland (the "Board"). The County and the Board may be referred to collectively in this Agreement as the "Parties."

RECITALS

WHEREAS, the County and the Board previously executed that certain Use Agreement (the "Former Agreement") on January 26, 1999, which concerned the County and the Board agreeing to cooperate and collaborate in the maintenance of tennis courts on lands owned by the Board;

WHEREAS, the Former Agreement expired on January 26, 2024, and

WHEREAS, the Parties desire to update, clarify, and establish the Parties' respective obligations and responsibilities regarding the costs, repairs, and usage of certain public tennis courts within Washington County located on Board-owned property.

NOW, WHEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties agree as follows:

1. The County agrees to provide funding for, and initiate the rehabilitation and/or resurfacing of the following tennis courts located on Board-owned property:
Boonsboro High School, 10 Campus Avenue, Boonsboro, Maryland 21713,
Clear Spring Middle/High School, 12628 & 12630 Broadfording Road, Clear Spring, Maryland 21722,
North Hagerstown High School, 1200 Pennsylvania Avenue, Hagerstown, Maryland 21742
South Hagerstown High School, 1100 South Potomac Street, Hagerstown, Maryland 21740,
Smithsburg High School, 66 North Main Street, Smithsburg, Maryland 21783,
and
Williamsport High School, 5 North Clifton Drive, Williamsport, Maryland 21795.

These six schools shall be referred to collectively as the "Varsity Tennis Program Schools."

2. The County's schedule of rehabilitation and/or resurfacing of the Varsity Tennis Program Schools is tentatively as follows:

Name of School	Date to begin repairs
Boonsboro High School	2025
Clear Spring Middle/High School	2025

North Hagerstown High School	2025
South Hagerstown High School	2025
Smithsburg High School	2025
Williamsport High School	2026

3. Once the County completes a rehabilitation and/or resurfacing effort at a Varsity Tennis Program School, the County will relinquish its responsibilities to inspect and maintain those tennis courts, and the Board will thenceforth be responsible for the maintenance, repairs, and operations of the tennis courts located at the Varsity Tennis Program Schools. Additionally, the Board will control public accessibility to the courts at the Varsity Tennis Program Schools following completion of resurfacing and/or repairs to the courts. Notwithstanding, the Board agrees that the courts located at the Varsity Tennis Program Schools shall remain open and available to the public as much as practicable, including during the weekday hours of 7:00 A.M. to 4:00 P.M., Monday through Friday (the "Standard School Hours"). Nothing contained herein shall be construed to give the Board the right or ability to permanently prohibit use of the courts by members of the public.
4. The County also agrees to provide funding for, and initiate the rehabilitation and/or resurfacing of the following tennis courts located on Board-owned property:
Hancock Middle/High School, 289 West Main Street, Hancock, Maryland 21750 ("Hancock"), starting in 2025, and
Western Heights Middle School, 1300 Marshall Street, Hagerstown, Maryland 21740 ("Western Heights") starting in 2026.

The Board shall permit the County to assess and accommodate alternative sports and/or other non-tennis recreational uses on the tennis courts at Western Heights, including modifying or changing the courts, their equipment, and/or their striping, if necessary. At Hancock, the Board and County agree that this will be a "tennis only" facility which will include blended Junior Tennis striping on the court(s). Following completion of any necessary rehabilitation and/or resurfacing of the Hancock and Western Heights courts, the County shall thenceforth be responsible for the maintenance, repairs, and operations of these courts. During Standard School Hours, the Board may restrict access to the Hancock tennis courts. At the Western Heights tennis courts, the Board agrees to generally and liberally allow public access during Standard School Hours. On only rare occasions, such as for school-related activities and events, the Board may restrict public access to the Western Heights tennis courts during Standard School Hours. The County shall control public access outside of Standard School Hours to the Hancock and Western Heights courts following any rehabilitation and/or resurfacing efforts.

5. Except as otherwise agreed herein, this Agreement shall supersede and override the Former Agreement, as well as any other writing or agreement in existence between the County and the Board regarding public tennis courts located within Washington County.
6. This Agreement shall remain in effect for twenty years, expiring on _____ 2046 (the "Initial Term"). At the conclusion of the Initial Term, this Agreement, to the extent it binds the Board and County to continue

their respective maintenance, repair, and operational responsibilities of the public tennis courts described in sections 3 and 4 of this Agreement, will automatically renew for a five-year term (the "Renewal Term"). This Agreement can automatically renew an indefinite number of times. During a Renewal Term, the Parties agree to maintain, repair, and operate the identified tennis courts consistent with the Initial Term. During a Renewal Term, the Parties agree that the County will not be responsible nor obligated to provide funding or resources for any additional repairs, rehabilitations, resurfacings, or other maintenance or repair-related matters concerning the upkeep of the Varsity Tennis Program School tennis courts described in Section 2. Rather, during a Renewal Term, the Board shall be responsible for the maintenance, repairs, and operations of the tennis courts located at the Varsity Tennis Program Schools, and the County shall be responsible for the maintenance, repairs, and operations of the tennis courts located at Hancock and Western Heights. The sole purpose of the Renewal Term is to provide the Parties with an opportunity to review and adjust their respective obligations in light of any unforeseen changes to the public tennis courts located in Washington County. If a Party does not wish to renew the Initial Term or any subsequent Renewal Terms, that Party must provide written notice to the other Party at least one hundred and eighty days prior to the expiration of the Term in accordance with paragraph 10, Notice.

7. No other amendments, addenda, or changes may be made to this Agreement unless executed in writing and signed by both Parties.
8. This Agreement is limited to those public tennis courts presently in existence as of _____ 2025. Changes in circumstances may warrant subsequent amendments to this Agreement. At any time during the Initial or Renewal Terms, the Parties may mutually agree to modify this Agreement in writing.
9. Hold Harmless/Indemnification.
 - a. To the extent permitted by law, the Board shall indemnify, hold harmless and defend the County, its employees, agents and contractors, from any and all claims, suits, rights, and/or judgments resulting from injuries, including death, damages (excluding punitive damages), and losses sustained by any persons or property arising from or related to any obligations of the Board pursuant to this Agreement and any amendment hereto.
 - b. The County shall indemnify, hold harmless, and defend the Board, its employees, agents and contractors, from any and all claims, suits, rights, and/or judgments resulting from injuries, including death, damages (excluding punitive damages), and losses sustained by any persons or property arising from or related to any obligations of the County pursuant to this Agreement or any amendment thereto.
10. Notice. Where this Agreement requires written notice to any party, such notice shall be hand-delivered or sent postage prepaid by either (i) United States mail, certified, return receipt requested, (ii) for delivery the next business day with a nationally recognized express courier, or (iii) sent via electronic mail to the following:

To the Board:

Washington County Public Schools
10435 Downsville Pike
Hagerstown, Maryland 21740
Attn: Superintendent of Schools

With a copy to:
Washington County Public Schools
10435 Downsville Pike
Hagerstown, Maryland 21740
Attn: Office of Chief Legal Counsel

To the County:

Washington County Division of Public Works
Attn: Andrew Eshleman
100 West Washington Street, Suite 2400
Hagerstown, Maryland 21742

With a copy to:
County Attorney's Office
100 West Washington Street, Suite 1101
Hagerstown, Maryland 21740

11. This Agreement was made and entered into in the State of Maryland and is to be governed by and construed under the laws of the State of Maryland.
12. The Recitals are hereby incorporated into this Agreement as substantive provisions.
13. Entire Agreement. This Agreement constitutes the entire agreement and understanding of the parties. There are no other promises or other agreements, oral or written, express or implied between the parties other than as set forth in this Agreement. No change or modification of, or waiver under, this Agreement or any addendum hereto shall be valid unless it is in writing and signed by authorized representatives of the parties.
14. Severability. If any provision of this Agreement shall be determined to be invalid or unenforceable, the remaining provisions of this Agreement shall not be affected thereby, and every provision of this Agreement shall remain in full force and effect and enforceable to the fullest extent permitted by law.
15. Survival. The covenants contained herein or liabilities accrued under this Agreement which, by their terms, require their performance after the expiration or termination of this Agreement shall be enforceable notwithstanding the expiration or other termination of this Agreement.

16. Counterparts/ Execution. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. A facsimile or photocopy of a signature of a party shall constitute an original signature, fully binding the party for all purposes.

17. Assignment. This Agreement may not be assigned by either party without the express written consent of the other party.

[Signatures to Appeal on Following Page]

ATTEST:

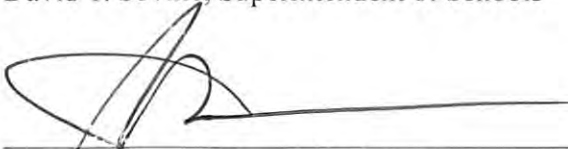
Board of Education of Washington County, Maryland





David T. Sovine, Superintendent of Schools





April Zentmeyer, Board President

ATTEST:

Board of County Commissioners of Washington County,
Maryland

John Barr, President



Agenda Report Form

Open Session Item

SUBJECT: Recognition of Manufacturing Month, October 2025

PRESENTATION DATE: October 14, 2025

PRESENTATION BY: Linda Spence, Financial Programs Administrator

RECOMMENDED MOTION: Allow for the presentation of two short videos (2 minutes each) during the Board of County Commissioners' meetings in October in recognition of Manufacturing Month.

REPORT-IN-BRIEF: October is nationally recognized as Manufacturing Month to highlight the importance of manufacturing in Washington County and to inspire the next generation of workers, staff has developed four 2-minute videos showcasing local manufacturers. Two videos are proposed to be shared at each of the Board of County Commissioners meetings in October.

DISCUSSION: The Manufacturing Month videos are designed to showcase the diversity and innovation of the manufacturing industry in Washington County. Each video highlights different sectors of manufacturing and challenges the traditional perception of "greasy floors and dingy surroundings" by featuring advanced technologies, clean facilities, and modern practices. The goal is to emphasize the wide range of local opportunities available and to highlight the positive contributions of this sector to our community.

Manufacturing is a cornerstone of Washington County's economy, representing approximately 10% of local industries. In addition, about \$1.1 billion of the county's gross domestic product is tied to manufacturing, underscoring its significance to our workforce, community vitality, and economic growth. These videos will help educate and inspire the next generation of workers, while also celebrating the value of manufacturing to our county's success.

FISCAL IMPACT: n/a

CONCURRENCES: Jonathan Horowitz, Director, Department of Business and Economic Development

ALTERNATIVES: n/a

ATTACHMENTS: na/

AUDIO/VISUAL NEEDS: Videos



Agenda Report Form

Open Session Item

SUBJECT: Adoption of Resolution to Extend Foreign Trade Zone #255's Service Area

PRESENTATION DATE: October 14, 2025

PRESENTATION BY: Linda Spence, Financial Programs Administrator, and Jonathan Horowitz, Director, Department of Business and Economic Development

RECOMMENDED MOTION: Approve the Resolution as presented.

REPORT-IN-BRIEF: Foreign Trade Zone (FTZ) #255 is presenting a resolution for approval that would allow up to 250 acres of its 2,500-acre area available for use by businesses located outside the county.

DISCUSSION: The resolution proposes allowing up to 250 acres of Foreign Trade Zone (FTZ) #255's allotment to be used by businesses from outside the county. A five-year sunset period is recommended, giving the County time to measure results and adjust if needed. Before the period ends, the FTZ #255 Administrator will present findings and recommendations to the Board of County Commissioners.

This approach not only prioritizes Washington County residents but also opens the door to new partnerships that can bring jobs, attract investment, and strengthen our position as a hub for trade and economic growth.

FISCAL IMPACT: All administrative, application, and annual fees will go into the Foreign Trade Zone #255 account to support marketing, training, travel, and other related expenses. This means that fees paid by out-of-county users will directly strengthen and promote Washington County's FTZ program.

CONCURRENCES: Rosalinda Pascual, Deputy County Attorney

ALTERNATIVES: Deny the Resolution, or alter the terms set forth in the Resolution.

ATTACHMENTS: Resolution No. RS-2025-

AUDIO/VISUAL NEEDS: n/a

RESOLUTION NO. RS-2025-

(Resolution Approving the Use of a Portion of Foreign Trade Zone #255's Acreage by Out-of-County Businesses)

RECITALS

By Grant of Authority from the Foreign Trade Zones Board dated July 3, 2002, the Board of County Commissioners of Washington County, Maryland, was granted the privilege of establishing Foreign Trade Zone (FTZ) No. 255.

On February 14, 2023, the Board of County Commissioners of Washington County, Maryland authorized a proposed application to reorganize FTZ # 255 under an Alternative Site Framework, which was subsequently approved by the Foreign Trade Zone Board on October 24, 2023.

FTZ No. 255 has been allotted a standard 2,500 acres for operators within the Alternative Site Framework service area. While the Commissioners prioritize the allotment to businesses located in Washington County, it has been proposed that up to 250 acres be permitted to be used by out-of-county businesses, creating new opportunities to attract investment, expand trade activity, and strengthen Washington County's role as regional hub for economic growth while protecting the majority of acreage for local use.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Washington County, Maryland, that up to 250 acres of FTZ No. 255 allotment is permitted to be used by out-of-county businesses.

BE IT FURTHER RESOLVED, that a five-year sunset period, which requires any unused portion of the 250 acres be reallocated for in-county businesses, is hereby established, and that the FTZ No. 255 Administrator will provide a report to the Board of County Commissioners with findings and recommendations, which may include allowing the Resolution to sunset, be adjusted, or extending the provision.

Adopted and effective this _____ day of October, 2025.

ATTEST:

BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY, MARYLAND

Dawn L. Marcus, Clerk

John F. Barr, President

Approved as to form
and legal sufficiency:

Rosalinda Pascual
Deputy County Attorney

Mail to:
Office of the County Attorney
100 W. Washington Street, Room 202
Hagerstown, MD 21740



Agenda Report Form

Open Session Item

SUBJECT: Vixen Hollow Program Open Space Stateside Easement

PRESENTATION DATE: October 14, 2025

PRESENTATION BY: Chris Boggs, Rural Preservation Administrator, Dept. of Planning & Zoning

RECOMMENDED MOTION: Move to approve the Vixen Hollow LLC Program Open Space - Stateside (POS-Stateside) Easement project, in the amount of \$321,552.00 for 47.79 easement acres, paid for 100% by the Maryland Department of Natural Resources (DNR), and to adopt an ordinance approving the easement purchase and to authorize the execution of the necessary documentation to finalize the easement purchase.

REPORT-IN-BRIEF: The Vixen Hollow LLC property is located at 13030 Bikel Road, Smithsburg, and the easement will serve to permanently preserve a valuable equestrian, scenic, and environmental property in the County. The parcel contains pastureland and woodland and is of significant ecological value to the Little Antietam Creek, which crosses the northern portion of the property and is buffered by the surrounding woods.

Seven (7) development rights will be extinguished with this easement.

DISCUSSION: The POS-Stateside program, first implemented in Washington County in 2019, emphasizes the protection of Targeted Ecological Areas (TEAs) in the State. The first few easements through this program were administered entirely by DNR. The Vixen Hollow LLC project will be the first POS-Stateside easement that is administered locally through the County's Land Preservation office. Awards for project funding through this program are administered on a project-by-project basis.

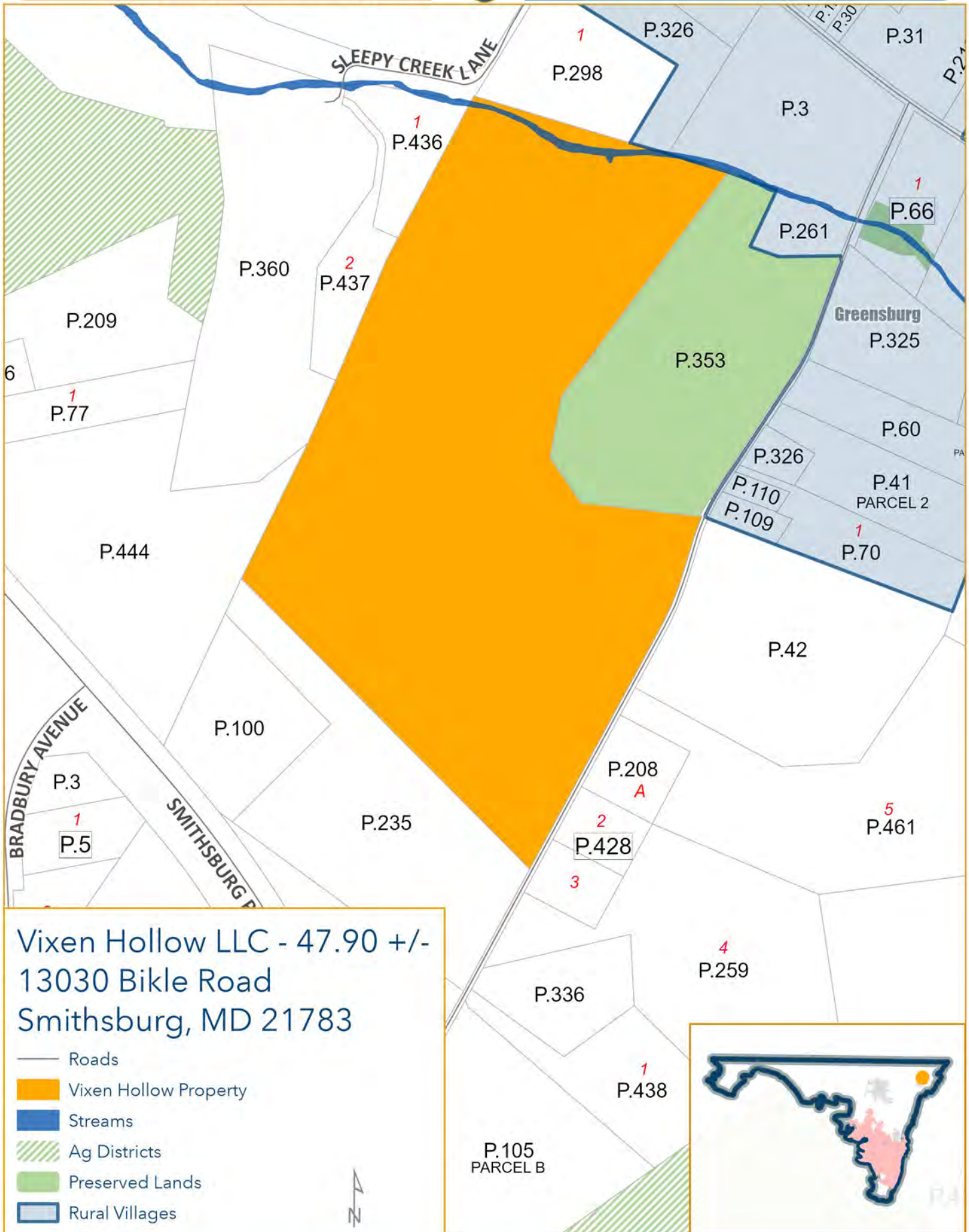
FISCAL IMPACT: POS-Stateside funds are 100% State dollars, mainly from DNR Open Space funds. In addition to the easement funds, the County receives up to 3% of the easement value for administrative costs, a mandatory 1.5% for compliance/monitoring costs, and funds to cover all legal/settlement costs.

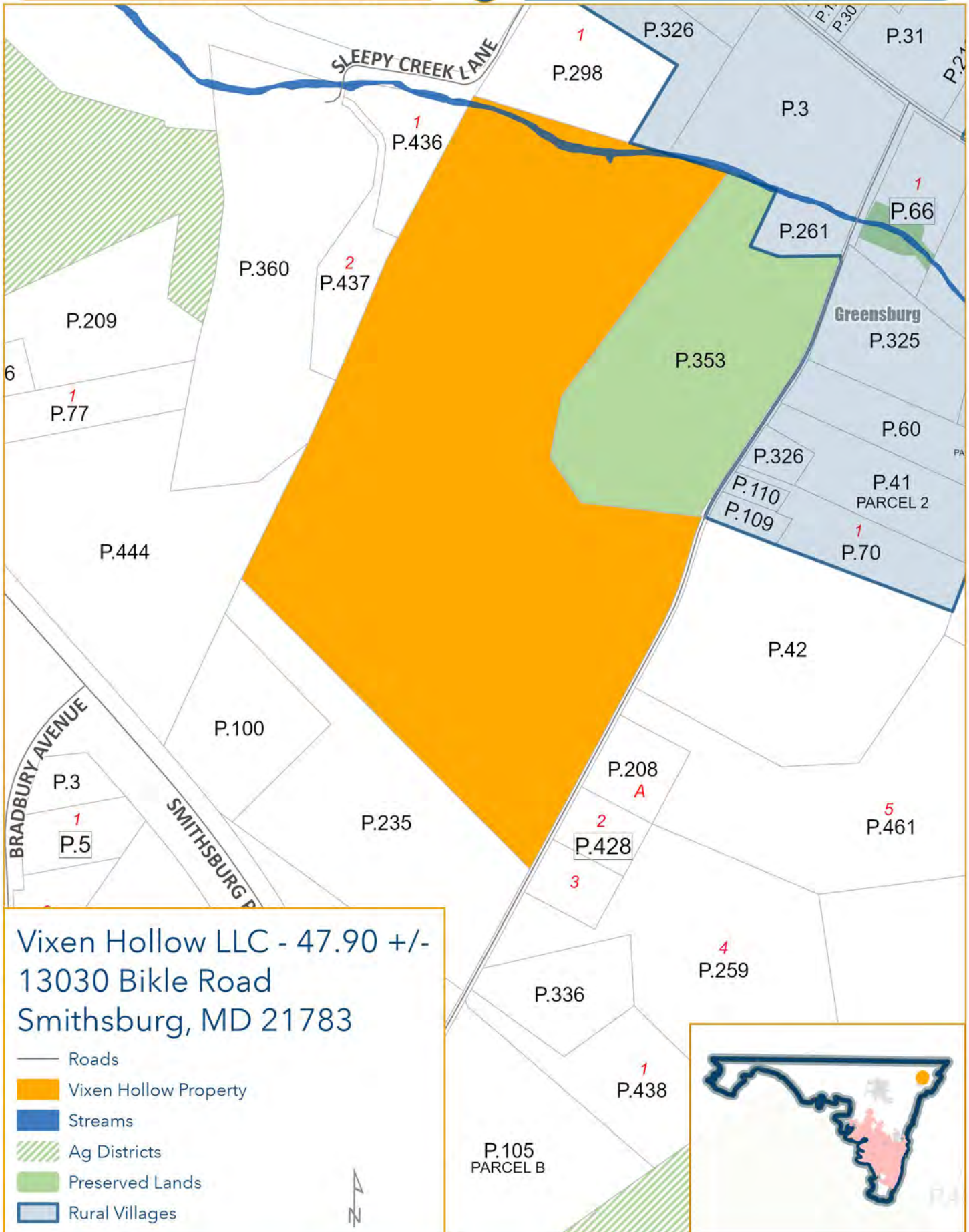
CONCURRENCES: The State Department of Natural Resources (DNR) staff have approved and support our program.

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

ATTACHMENTS: Aerial Map, Location Map, Ordinance

AUDIO/VISUAL NEEDS: N/A





ORDINANCE NO. ORD-2025-

**AN ORDINANCE TO APPROVE THE PURCHASE OF A CONSERVATION
EASEMENT UNDER PROGRAM OPEN SPACE – STATESIDE (POS-STATESIDE)**

(Re: Vixen Hollow LLC POS-Stateside Easement)

RECITALS

1. The Program Open Space - Stateside ("POS-Stateside"), first implemented in Washington County in 2019, emphasizes the protection of Targeted Ecological Areas ("TEAs") in the State.

2. POS-Stateside funds are 100% state dollars, mainly from Department of Natural Resources ("DNR") Open Space funds. In addition to the easement funds, the County receives up to 3% of the easement value for administrative costs, a mandatory 1.5% for compliance/monitoring costs, and funds to cover all legal/settlement costs.

3. Vixen Hollow LLC (the "Property Owner") is the owner of real property consisting of 47.79 acres, more or less, (the "Property") in Washington County, Maryland. The Property is more particularly described on Exhibit A attached hereto.

4. On October 14, 2025, the County approved the Vixen Hollow LLC POS-Stateside Easement project in the approximate sum of Three Hundred Twenty-One Thousand Five Hundred Fifty-Two Dollars and No Cents (\$321,552.00), paid for 100% by DNR, to the Property Owner for a Deed of Conservation Easement on the Property (the "Vixen Hollow LLC POS-Stateside Easement").

THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland that the purchase of the Vixen Hollow LLC POS-Stateside Easement is approved and that the President of the Board and the County Clerk be and are hereby authorized and directed to execute and attest, respectively, all such documents for and on behalf of the County relating to the purchase of the Vixen Hollow LLC POS-Stateside Easement.

ADOPTED this ____ day of October 2025.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Dawn L. Marcus
County Clerk

BY: _____
John F. Barr, President

Approved as to legal sufficiency:

Rosalinda Pascual
Deputy County Attorney

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

EXHIBIT A--DESCRIPTION OF EASEMENT AREA

13030 Bikle Road, Smithsburg, Maryland

Situate along the west side of Bikle Road approximately 1,500-feet northward from its intersection with the Smithsburg Pike (aka Maryland Route 64) in Election District No. 7, Washington County, Maryland, and being more particularly described in accordance with a survey by Frederick, Seibert and Associates, Inc. dated April 2025, as follows:

Beginning at the point of beginning of the lands conveyed by Vincent R. Groh to Vixen Hollow, LLC, by deed dated May 23, 2016, and recorded at Deed book 5233, page 349 among the Land Records of Washington County, Maryland, said point also being a point in the Bikle Road, thence running in a clockwise direction along the northern boundary of the lands of Potomac Edison Company (Liber 418, folio 660) and running with corrected bearings and distances reflecting Maryland Grid North and said recent survey, North 44 degrees 30 minutes 30 seconds West 1318.04 feet to a point, thence along the lands of Gardenhour Orchards Inc. (Liber 737, folio 971), North 24 degrees 05 minutes 26 seconds East 507.14 feet to a point, thence along lands now or formerly of Calvin and Mary Bausman (Liber 753, folio 241), North 23 degrees 38 minutes 02 seconds East 223.70 feet to a point, thence along lands now or formerly of James and Jennifer Bausman (Liber 3579, folio 490), North 23 degrees 06 minutes 29 seconds East 429.36 feet to a point, thence along the lands of the same and also along lands now or formerly of Joseph and Amy Bausman (Liber 1267, folio 94), North 28 degrees 34 minutes 24 seconds East 163.83 feet to a point and North 28 degrees 58 minutes 39 seconds East 434.50 feet to a point, thence along lands now or formerly of Kari Watt and Joshua Ruch (Liber 5807, folio 75), South 71 degrees 21 minutes 39 seconds East 646.59 feet to a point, thence along lands now or formerly of William and Audrey Partlow (Liber 1091, folio 984), North 32 degrees 07 minutes 16 seconds East 42.00 feet to a point, thence along lands now or formerly of Rebecca and Glen Fishback (Liber 6806, folio 158), South 69 degrees 06 minutes 20 seconds East 219.95 feet to a point having Maryland Grid Coordinates of North 732,661.32 and East 1,154,412.60 feet, thence running along lands now or formerly of Simone G. Heurich (Liber 4433, folio 458), South 37 degrees 35 minutes 41 seconds West 551.12 feet to a point online, thence running around the exterior of an encroachment area by Simone G. Heurich unto lands of Vixen Hollow, LLC, and running so as to exclude permitted use no. 2 as excluded by this project for the open space easement and running, South 89 degrees 54 minutes 49 seconds West 58.44 feet to a point, thence South 2 degrees 32 minutes 13 seconds East 40.46 feet to a point, thence South 89 degrees 04 minutes 20 seconds West 41.56 feet to a point, thence South 6 degrees 10 minutes 22 seconds East 65.01 feet to a point, thence South 37 degrees 35 minutes 41 seconds West 48.36 feet to a point, thence South 7 degrees 41 minutes 36 seconds East 10.85 feet to intersect the property line of Simone G. Heurich, thence continuing with Simone G. Heurich, South 37 degrees 35 minutes 41 seconds West 159.60 feet to a point, thence South 11 degrees 30 minutes 18 seconds West 205.00 feet to a point, thence South 33 degrees 29 minutes 42 seconds East 177.55 feet to a point, thence South 82 degrees 35 minutes 52 seconds East 400.61 feet to a point in Bikle Road, thence running with said road, South 18 degrees 24 minutes 15 seconds West 302.55 feet to a point and South 28 degrees 40 minutes 14 seconds West 993.37 feet to the place of beginning; containing 47.79 acres of land more or less;

Said open space easement covering the majority of but not all of the lands conveyed by Vincent R. Groh to Vixen Hollow, LLC, by deed dated May 23, 2016, and recorded at Liber 5233, folio 349 among the Land Records of Washington County, Maryland.



Agenda Report Form

Open Session Item

SUBJECT: Letter in support of Oliver Homes, Inc.

PRESENTATION DATE: October 14, 2025

PRESENTATION BY: Jill Baker, Director of Planning and Zoning and Zoning Administrator;
Aaron Weiss, Assistant County Attorney

RECOMMENDED MOTION:

REPORT-IN-BRIEF: Section 9-206 of the Environment Article of the Maryland Code defines a “Minor subdivision” as “not exceeding seven new plots” or other divisions of land. In interpreting and applying this code section, the Maryland Department of the Environment (“MDE”), however, is construing the “Remaining Lands” as that term is defined in the County’s Subdivision Ordinance, as one of the “seven new plots,” thus depriving developers such as Oliver Homes, Inc., from subdividing their own property to create a seventh new lot.

DISCUSSION: The Environment Article provides that a “Minor subdivision” cannot create more than “seven new lots” when subdividing land. The MDE, however, has applied this statute by treating the “Remaining Lands” in any subdivision as one of the “new lots” created by any Minor subdivision. Because “Remaining Lands” cannot be further subdivided, nor developed beyond any existing dwellings, structures, or appurtenances, MDE’s interpretation effectively denies one new Minor subdivision lot to anyone in the State. Oliver Homes, Inc, a local developer, wants to dispute MDE’s interpretation of the statute, and is seeking the County’s support.

FISCAL IMPACT: TBD.

CONCURRENCES:

ALTERNATIVES: N/A

ATTACHMENTS: Maryland Annotated Code Section 9-206 of the Environment Article;
Washington County Subdivision Ordinance Article II, 202, 48.1.

AUDIO/VISUAL NEEDS: N/A

West's Annotated Code of Maryland

Environment

Title 9. Water, Ice, & Sanitary Facilities (Refs & Annos)

Subtitle 2. Regulation by State (Refs & Annos)

Part II. Water Supply Systems, Sewerage Systems, and Refuse Disposal Systems

MD Code, Environment, § 9-206

§ 9-206. On-site sewage disposal system requirements for residential subdivisions

Currentness

(a)(1) In this section the following words have the meanings indicated.

(2) “Community sewerage system” means a publicly or privately owned sewerage system that serves at least two lots.

(3) “Growth tiers” means the tiers adopted by a local jurisdiction in accordance with Title 1, Subtitle 5 of the Land Use Article.

(4) “Lot” includes a part of a subdivision that:

(i) Is used or is intended to be used as a building site; and

(ii) Is not intended to be further subdivided.

(5) “Major subdivision” means:

(i) The subdivision of land:

1. Into new lots, plats, building sites, or other divisions of land defined or described as a major subdivision in a local ordinance or regulation:

A. That is in effect on or before January 1, 2012; or

B. Adopted on or before December 31, 2012, if a local jurisdiction chooses to create a definition or description applicable solely to this section or if a local ordinance or regulation does not define or describe a major subdivision under item A of this item; or

2. If a local jurisdiction has not adopted a definition or description of a major subdivision on or before December 31, 2012, under item 1 of this item, into five or more new lots, plats, building sites, or other divisions of land; and

(ii) If the local ordinance or regulation has multiple definitions or descriptions of a major subdivision under item (i) of this paragraph, the definition or description of a major subdivision that is determined by the local jurisdiction to apply for the purposes of this section.

(6) “Minor subdivision” means:

(i) The subdivision of land:

1. Into new lots, plats, building sites, or other divisions of land defined or described as a minor subdivision in a local ordinance or regulation:

A. That is in effect on or before January 1, 2012; or

B. Adopted on or before December 31, 2012, if a local jurisdiction chooses to create a definition or description applicable solely to this section or if a local ordinance or regulation does not define or describe a minor subdivision under item A of this item, provided that a minor subdivision defined or described in the adopted ordinance or regulation does not exceed seven new lots, plats, building sites, or other divisions of land; or

2. If a local jurisdiction has not adopted a definition or description of a minor subdivision on or before December 31, 2012, under item 1 of this item, into fewer than five new lots, plats, building sites, or other divisions of land; and

(ii) If the local ordinance or regulation has multiple definitions or descriptions of a minor subdivision under item (i) of this paragraph, the definition or description of a minor subdivision that is determined by the local jurisdiction to apply for the purposes of this section.

(7) “On-site sewage disposal” means the disposal of sewage beneath the soil surface.

(8)(i) “On-site sewage disposal system” means a sewage treatment unit, collection system, disposal area, and related appurtenances.

(ii) “On-site sewage disposal system” includes a shared facility or community sewerage system that disposes of sewage effluent beneath the soil surface.

(9) “Public sewer” means a community, shared, or multiuse sewerage system.

(10) “Shared facility” means a sewerage system that:

(i) Serves more than one:

1. Lot and is owned in common by the users;
2. Condominium unit and is owned in common by the users or by a condominium association;
3. User and is located on individual lots owned by the users; or
4. User on one lot and is owned in common by the users; or

(ii) Is located wholly or partly on any of the common elements of a condominium; or

(iii) Serves a housing or another multiple ownership cooperative.

(11) "State agency" means:

(i) The Maryland Agricultural Land Preservation Foundation;

(ii) The Maryland Environmental Trust;

(iii) The Department of Natural Resources; or

(iv) The Maryland-National Capital Park and Planning Commission.

(12) "Subdivision" means a division of a tract or parcel of land into at least two lots for the immediate or future purpose of sale or building development.

(b)(1) Subsections (f) through (i) and subsection (l) of this section apply to residential subdivisions.

(2) Subsections (f) through (i) do not apply to an application for approval of a residential subdivision under § 9-512(e) of this title if:

(i) 1. By October 1, 2012, a submission for preliminary plan approval is made to a local jurisdiction that includes, at a minimum, the preliminary engineering, density, road network, lot layout, and existing features of the proposed site development;

2. By July 1, 2012, in a local jurisdiction that requires a soil percolation test before a submission for preliminary approval:

A. An application for a soil percolation test approval for all lots that will be included in the submission for preliminary approval is made to the local health department; and

B. Within 18 months after approval of the soil percolation tests for the lots that will be included in the submission for preliminary approval, a submission for preliminary approval is made to a local jurisdiction that includes, at a minimum, the preliminary engineering, density, road network, lot layout, and existing features of the proposed site development; or

3. By July 1, 2012, in a local jurisdiction that requires a soil percolation test before a submission for preliminary approval and the local jurisdiction does not accept applications for soil percolation tests year round:

A. Documentation that a Maryland professional engineer or surveyor has prepared and certified under seal a site plan in anticipation of an application for soil percolation tests;

B. An application for a soil percolation test approval for all lots that will be included in the submission for preliminary approval is made to the local health department at the next available soil percolation test season; and

C. Within 18 months after approval of the soil percolation tests for the lots that will be included in the submission for preliminary approval, a submission for preliminary approval is made to a local jurisdiction that includes, at a minimum, the preliminary engineering, density, road network, lot layout, and existing features of the proposed site development; and

(ii) By October 1, 2016, the preliminary plan is approved.

(c)(1) Subsections (f) through (i) and subsection (l) of this section do not apply to covenants, restrictions, conditions, or conservation easements that were created or entered into at any time under § 2-118 of the Real Property Article for the benefit of, or held by, a State agency or a local jurisdiction for the purpose of conserving natural resources or agricultural land.

(2) Subsections (f) through (i) of this section may not be construed as granting any additional rights in covenants, restrictions, conditions, or conservation easements that were created or entered into at any time under § 2-118 of the Real Property Article for the benefit of, or held by, a State agency or a local jurisdiction for the purpose of conserving natural resources or agricultural land.

(d) Subsections (f) through (i) and subsection (l) of this section do not:

(1) Affect a local transfer of development rights program authorized under § 10-324 of the Local Government Article or Title 7, Subtitle 2 or § 22-105 of the Land Use Article; or

(2) Diminish the local development rights transferred in these transfer of development rights programs.

(e) Subsections (f) through (i) and subsection (l) of this section may not be construed as prohibiting a local jurisdiction from altering the definition or description of a major or minor subdivision in a local ordinance or regulation for local zoning or development purposes.

(f) On or after December 31, 2012, a local jurisdiction:

(1) May not authorize a residential major subdivision served by on-site sewage disposal systems, community sewerage systems, or shared systems until the local jurisdiction adopts the growth tiers in accordance with § 5-104 of the Land Use Article; or

(2) If the local jurisdiction has not adopted the growth tiers in accordance with § 5-104 of the Land Use Article, may authorize:

(i) A residential minor subdivision served by on-site sewage disposal systems if the residential subdivision otherwise meets the requirements of this title; or

(ii) A major or minor subdivision served by public sewer in a Tier I area.

(g)(1) Except as provided in subsection (f)(2) of this section and subject to subsection (i) of this section, a local jurisdiction may authorize a residential subdivision plat only if:

(i) All lots proposed in an area designated for Tier I growth will be served by public sewer;

(ii) All lots proposed in an area designated for Tier II growth:

1. Will be served by public sewer; or

2. If the subdivision is a minor subdivision, may be served by on-site sewage disposal systems;

(iii) Except as provided in subsection (h) of this section, the subdivision is a minor subdivision served by individual on-site sewage disposal systems in a Tier III or Tier IV area; or

(iv) The subdivision is a major subdivision served by on-site sewage disposal systems, a community system, or a shared facility located in a Tier III area and has been recommended by the local planning board in accordance with § 5-104 of the Land Use Article.

(2) Any delay in the approval of a residential subdivision plat under this subsection may not be construed as applying to any deadline for approving or disapproving a subdivision plat under Division II or § 5-201 of the Land Use Article or a local ordinance.

(h)(1) The limitation of minor subdivisions in subsection (g)(1)(iii) of this section does not apply to a local jurisdiction, if the subdivision and zoning requirements in their cumulative Tier IV areas result in an actual overall yield of not more than one dwelling unit per 20 acres that has been verified by the Department of Planning.

(2) A local jurisdiction may request, in writing, a verification of the actual overall yield from the Department of Planning.

(3) The Department of Planning shall verify the actual overall yield after consultation with the Maryland Sustainable Growth Commission, established in § 5-702 of the State Finance and Procurement Article.

(i)(1) If two or more local jurisdictions adopt conflicting growth tier designations for the same area, the Department and the Department of Planning shall confer with the local jurisdictions to seek resolution of the conflicting designations.

(2) If a conflict in growth tier designations is not resolved, the Department of Planning shall recommend to the Department and the Department may approve the preferred local jurisdiction designations as recommended by the Department of Planning based on the following best planning practices or factors:

(i) The comprehensive plan, including the municipal growth element, the water resources element, the land use element, and, if applicable, the priority preservation element;

(ii) Growth projections and development capacity; and

(iii) Availability of infrastructure.

(j) With respect to land that is platted for subdivision, a person may not offer any of the land for sale or development or erect a permanent building on the land, unless there have been submitted to the Department:

(1) A plat of the subdivision;

(2) A statement of the methods, consistent with Subtitle 5 of this title, by which the subdivision is to be supplied with water and sewerage service;

(3) Documentation by the local jurisdiction that a major subdivision on-site sewage disposal system, a community sewerage system, or a shared facility is in a:

(i) Tier III area as adopted by the local jurisdiction; or

(ii) Tier IV area in a local jurisdiction that is exempt from the limitation of minor subdivisions as provided in subsection (h) of this section; and

(4) Any other information that the Department requires.

(k) On the basis of information provided under subsection (j) of this section, the Department may order:

(1) Preparation and submission, within any time the Department sets, of any plans and specifications that the Department considers necessary to provide for adequate water supply and sewerage service to the subdivision; and

(2) Installation, within any time the Department sets, of the whole or any part of a water supply system or sewerage system for the subdivision that:

(i) Conforms to the plans submitted to the Department and to any revision of the plans that the Department approves; and

(ii) In the judgment of the Department, is needed for the public health.

(l)(1) This subsection applies to a residential minor subdivision in a Tier II, Tier III, or Tier IV area.

(2) Except as provided in paragraphs (4) and (5) of this subsection, on or after December 31, 2012, if a tract or parcel of land is subdivided into a residential minor subdivision leaving any remainder parcel or tract of land:

(i) The residential minor subdivision may not be resubdivided or further subdivided; and

(ii) The remainder parcel or tract of land may not be subdivided.

(3) Except as provided in paragraphs (4) and (5) of this subsection, on or after December 31, 2012, the subdivision plat of the residential minor subdivision shall state that:

(i) The residential minor subdivision may not be resubdivided or further subdivided;

(ii) The remainder parcel or tract of land may not be subdivided; and

(iii) The subdivision plat is subject to State law and local ordinances and regulations.

(4) On or after December 31, 2012, if a tract or parcel of land is subdivided into a residential minor subdivision, the residential minor subdivision or the remainder parcel or tract of land may be resubdivided or further subdivided if the subdivision or the remainder parcel or tract of land is:

(i) Within a priority funding area as defined in Title 5, Subtitle 7B of the State Finance and Procurement Article; and

(ii) Designated for public sewerage service within 10 years in the approved water and sewer plan.

(5)(i) A tract or parcel of land may be subdivided into a residential minor subdivision in Tier II, Tier III, or Tier IV areas over time if each time a new lot or parcel is created, the subdivision plat states the number of new lots, plats, building sites, or other divisions of land that are left with the number of lots, plats, building sites, or other divisions of land allowed as a subdivision.

(ii) Except as provided in subparagraph (iii) of this paragraph, when the tract or parcel of land that is subdivided over time reaches the total number of lots, plats, building sites, or other divisions of land that are allowed as a residential minor subdivision, the subdivision plat shall state that:

1. The residential minor subdivision may not be resubdivided or further subdivided;
2. The remainder parcel or tract of land may not be subdivided; and
3. The subdivision plat is subject to State law and local ordinances and regulations.

(iii) A remainder parcel or tract of land may be subdivided for nonresidential agricultural purposes, including a farm market, agricultural processing facility, or creamery, and the owner may apply for approval of an on-site sewage disposal system to serve the nonresidential agricultural purposes.

(m)(1) In this subsection, “agricultural activities” includes:

- (i) Plowing, tillage, cropping, seeding, cultivating, and harvesting for the production of food and fiber products; and
- (ii) The grazing of livestock.

(2) A local jurisdiction may enact a local law or ordinance for the transfer of the right to subdivide, up to 7 lots, by an owner of property used for agricultural activities to the owner of another property used for agricultural activities in accordance with this subsection.

(3) The local law or ordinance shall provide for the recordation of any rights to subdivide that are transferred under this subsection.

(4) A property used for agricultural activities the owner of which receives rights to subdivide under this subsection:

- (i) Is limited to a total of 15 lots; and
- (ii) Shall cluster the lots on the property.

(5) Rights to subdivide may not be transferred from the owner of property used for agricultural activities in a Tier III area to the owner of property used for agricultural activities in a Tier IV area.

Credits

Added by Acts 1987, c. 612, § 2. Amended by Acts 2012, c. 66, § 6, eff. April 10, 2012; Acts 2012, c. 149, § 1, eff. July 1, 2012; Acts 2012, c. 149, § 3, eff. Oct. 1, 2012; Acts 2013, c. 42, § 1, eff. April 9, 2013; Acts 2013, c. 43, § 1, eff. April 9, 2013; Acts 2013, c. 43, § 5; Acts 2013, c. 136, § 1, eff. Oct. 1, 2013.

MD Code, Environment, § 9-206, MD ENVIR § 9-206

Current through all legislation from the 2025 Regular Session of the General Assembly. Some statute sections may be more current, see credits for details.

End of Document

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SUBDIVISION ORDINANCE

WASHINGTON COUNTY, MARYLAND

Includes text amendments through
SO-09-001 (adopted 9/22/09)

ARTICLE II - DEFINITIONS

201. GENERAL

For the purpose of these regulations, the following terms, phrases, words and their derivations shall have the meaning given herein. Words used in the present tense include the future, the singular number includes the plural and the plural is the singular. The word “shall” is mandatory and the word “may” is permissive. The words “used for” shall include “arranged for,” “designed for,” “intended for,” “maintained for,” “constructed for”, or “occupied for”. The word “person” shall mean natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business trust or the manager, lessee, agent, servant, officer or employee of any of them. The word “land” shall include water surface and land under water.

202. TERMS DEFINED

³1. Accessory Structures

A use or structure of a nature customarily incidental and subordinate to the principal use or structure.

⁴2. Adequate Public Facilities Ordinance

The Adequate Public Facilities Ordinance adopted by the Board of County Commissioners for Washington County on October 16, 1990 having an effective date of December 1, 1990 and any subsequent revisions.

⁵3. Agriculture or Agricultural Purposes

A parcel of land that has been determined by the Maryland Department of Assessments and Taxation as having an ‘Agricultural Use Assessment’ or a parcel of land that is primarily involved in a *bona fide* and continuing agricultural activity, such as, the raising of farm products for use or sale, including animal or poultry husbandry, and the growing of crops such as grain, vegetables, fruit, grass for pasture or sod, trees, shrubs, flowers and similar products of the soil.

³ Amended 12/21/93 (Text Amendment Case No. S-9)

⁴ Amended 12/11/90 (Text Amendment Case No. S-7)

⁵ Amended 5/25/99 (Case No. SO-99-01)

Commission for approval, and (c) which when approved, will be submitted to the Clerk of the Circuit Court for Washington County for recording.

48. Recorder

The Clerk of Circuit Court for Washington County.

48.1 Remaining Lands¹⁸

That portion of a subdivision for which no improvements have been identified at the time of subdivision except for existing dwellings, structures or appurtenances. Only one area or parcel on a subdivision plat may be identified as remaining lands. Land which cannot be subdivided any further because of zoning lot size requirements or other development limitations such as on-lot sewage system locations, shall be treated as a lot, not remaining land, and shall be subject to all development regulations.

49. Residential

The term residential or residence is applied herein to any lot, building or portion thereof used exclusively for dwelling unit and/or rental sleeping unit occupancy, including concomitant uses.

50. Resubdivision

A change in a plat of an approved or recorded subdivision if such change affects any street layout, any lot line, or any area reserved or dedicated to public use.

51. Right of Way, Public

A land area designated, dedicated, or reserved for use as a highway, street, alley, or interior walk, or for a drainage channel, or other public purpose.

52. Right of Way, Private

An easement or right of passage over privately owned lands.

53. State Health Department

Maryland State Department of Health and Mental Hygiene.

¹⁸ Added 10/31/06 (Case No. SO-06-002)



Open Session

SUBJECT: Washington County Opioid Restitution Fund

PRESENTATION DATE: October 14, 2025

PRESENTATION BY: Maria Kramer, Director, Office of Grant Management

RECOMMENDED MOTION: Approval of submission of the Washington County Opioid Abatement Plan to the Maryland Office of Opioid Response (MOOR) for review and subsequent approval.

REPORT-IN-BRIEF: The County's Local Abatement Plan Submission includes twelve projects that would be funded with the county's Targeted Abatement Funds. This plan is a five-year abatement plan and requires yearly monitoring and reporting to the Maryland Office of Opioid Response (MOOR) to ensure funds are being spent according to published guidelines.

DISCUSSION: Projects included in the Local Abatement Plan Submission are as follows:

- School Based Prevention Programs in partnership with WCPS
- Community Wide Media Campaign
- Support for community evidence-based treatment and recovery programs
- Facilitation of Awareness Events and Town Halls
- Expanded Naloxone Education and Distribution through EMS
- Targeted Treatment for Incarcerated Population
- Increased Education and Training for First Responders
- Hiring of an Opioid Restitution Fund Manager
- Support for community organization prevention programs aimed at children and families
- Development of dashboard for tracking and reporting use of funds
- Increased coordination of county-wide organizations and agencies to prevent duplication of services
- Ongoing monitoring and reporting on programs and initiatives funded through the abatement plan

FISCAL IMPACT: State approval of the Local Abatement Plan will allow the county to spend the Targeted Abatement Funds on approved projects.

CONCURRENCES: Michelle Gordon, County Administrator

ALTERNATIVES: The recommendations are subject to acceptance or amendment by the Board of County Commissioners

ATTACHMENTS: List of projects to be included in the County's Local Abatement Plan submission to MOOR.

AUDIO/VISUAL NEEDS: N/A

Project Title	Select the relevant Exhibit E Heading from the Drop-down list provided, either Schedule A Core Strategies, or Schedule B Approved Uses	Specific activity under Exhibit E Heading	Goal- what is the overall goal of this program?
EXAMPLE: Naloxone access training for the community	SchA_A_NALOXONE_OR_OTHER_FDA_APPROVED_DRUG_TO_REVERSE_OPIOID_OVERDOSES	1 Expand training for first responders, schools, community support groups and families; and	Increase the ability of community members to intervene in an opioid overdose emergency
School Based Prevention Programs in partnership with WCPS	SchA_G_PREVENTION_PROGRAMS	2 Funding for evidence-based prevention programs in schools;	Expand prevention services and education within the public school system
Community Wide Media Campaign	SchB_G_PREVENT_MISUSE_OF_OPIOIDS	1 Funding media campaigns to prevent opioid misuse.	Increase awareness of the harmful effects of opioid misuse
Support for community evidence based treatment and recovery programs	SchB_B_SUPPORT_PEOPLE_IN_TREATMENT_AND_RECOVERY	9 Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.	Increase success of treatment and recovery programs
Facilitation of Awareness Events and Town Halls	SchB_G_PREVENT_MISUSE_OF_OPIOIDS	7 Engaging non-profits and faith-based communities as systems to support prevention.	Expand countywide awareness of opioid misuse through engagement with local municipalities and community organizations.
Expanded Naloxone Education and Distribution through EMS	SchB_H_PREVENT_OVERDOSE_DEATHS_AND_OTHER_HARMS__HARM_REDUCTION	1 Increased availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, schools, community navigators and outreach workers, persons being released from jail or prison, or other members of the general public.	Increased access to overdose prevention supplies and education by strategic distribution through county EMS department.
Targeted Treatment for Incarcerated Population	SchA_F_TREATMENT_FOR_INCARCERATED_POPULATION	2 Increase funding for jails to provide treatment to inmates with OUD.	Expand access of evidence-based treatment programming to incarcerated population
Education and Training for First Responders	SchB_I_FIRST_RESPONDERS	1 Education of law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs	Increase knowledge of first responders to include best-practices for overdose response.
Hiring of an Opioid Restitution Fund Manager	SchB_J_LEADERSHIP_PLANNING_AND_COORDINATION	4 Provide resources to staff government oversight and management of opioid abatement program	Provide oversight of fund allocation and ensure appropriate use of settlement funds.
Support for community organization prevention programs aimed at children and families	SchB_G_PREVENT_MISUSE_OF_OPIOIDS	9 School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.	Increase capacity of youth and family serving organizations to deliver on programs and services designed to prevent the use of opioids.
Dashboard for tracking and reporting use of funds	SchB_J_LEADERSHIP_PLANNING_AND_COORDINATION	2 A dashboard to (a) share reports, recommendations, or plans to spend opioid settlement funds; (b) to show how opioid settlement funds have been spent; (c) to report program or strategy outcomes; or (d) to track, share or visualize key opioid- or health-related indicators and supports as identified through collaborative statewide, regional, local or community processes.	Increase community awareness on the use of opioid settlement funds through a shared reporting process.
Coordination of county wide organizations and agencies to prevent duplication of services	SchB_K_TRAINING	2 Support infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any cooccurring SUD/MH conditions, or implement other strategies to abate the opioid epidemic described in this opioid abatement strategy list (e.g., health care, primary care, pharmacies, PDMPs, etc.).	Increase collaboration of community institutions and organizations to avoid overlap and duplication of services.
Monitoring and reporting on programs and initiatives funded through the abatement plan	SchB_L_RESEARCH	1 Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list	Maintain up to date monitoring and reporting on strategies being funded through the ORF.



Agenda Report Form

Open Session Item

SUBJECT: Budget Adjustment for office support in Treasurer's office.

PRESENTATION DATE: October 14, 2025.

PRESENTATION BY: Chip Rose, HR Director.

RECOMMENDATION: Staff is requesting a motion to approve a budget adjustment to provide office support in the Treasurer's office through the end of the calendar year. The total cost should remain under \$25,000.

REPORT-IN-BRIEF: Our Deputy Treasurer will be on medical leave for the next 4-6 weeks and will likely need to work an abbreviated work schedule through the end of the calendar year.

DISCUSSION: Each year, the Treasurer's office hires 4-5 part-time employees to help with the peak summer volume of citizens paying taxes. One of those part-time employees, (Tina Weakfall) has volunteered to work up to 25 hours / week if we could use the help. Since she's already trained and familiar with the office, the Treasurer is requesting a budget adjustment to extend Tina's support through December. The other 15 hours will need to be covered between Terry Younker (Acting Deputy Treasurer) and/or Sarah Carrera (Deputy Treasurer), which will likely result in 5-8 hours of overtime each week for both employees.

FISCAL IMPACT: Cashier support (wages + benefits) = \$7,970. **Overtime** = \$15,330. **Total for 9 payrolls** = \$23,300.

CONCURRENCES: Michelle Gordon, County Administrator

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Recommendation to hire a Pretreatment Coordinator.

PRESENTATION DATE: October 14, 2025.

PRESENTATION BY: Chip Rose, HR Director and Davina Yutzy Deputy Director, Water Quality.

RECOMMENDATION: Staff is seeking a motion to extend an offer for position 979: Pretreatment Coordinator, Grade 13, Step 1 at \$65,437 (\$31.46 an hour) to Javier Mercado.

REPORT-IN-BRIEF: Javier Mercado has a bachelor's degree that includes course work in science, math, and business. He has passed both the T4 and W5 license exams in his first two years with the County. He has demonstrated the ability and initiative to research and organize to complete tasks. He interviewed well, and although he will have a learning curve, he will be an asset in this position.

DISCUSSION: This vacancy is due to the resignation of Joe Sutton. The interview panel was Davina Yutzy, Dominick Turano, Monte Triggs. We received 7 applications and interviewed the top 5 candidates.

FISCAL IMPACT: N/A

CONCURRENCES: Gordon, Michelle: County Administrator

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Team Building Budget & Work Boot Reimbursements in FY 2026.

PRESENTATION DATE: October 14, 2025.

PRESENTATION BY: Chip Rose, HR Director and Kelcee Mace, Chief Financial Officer.

RECOMMENDATION: Staff is seeking a motion to restore funding for Team Building and Boot reimbursements in FY 2026. Last year, Directors had a budget of \$25 /employee for team building and up to \$125 for work/safety boot reimbursements. The total cost to continue these programs is roughly \$40,000.

REPORT-IN-BRIEF: Originally, these funds were part of the Employee Investment Program (comprised of: Personal Development, Team Building, and Employee Recognition). Last year, we included personal safety under that umbrella to allow reimbursement for work/safety boots. The budget for this program was eliminated for FY 2026. Leaders have asked us to reconsider even partial funding for employee morale.

DISCUSSION: Due to their CBA, the boot reimbursements for AFSCME employees are already included in the FY'26 budget. We estimate roughly one-hundred twenty-five (125) non-represented employees will need work boots to perform their jobs, which amounts to \$15,625 at \$125 per reimbursement.

Based on our current full-time position count, it would cost \$24,250 to reinstate the team building budget.

FISCAL IMPACT: Team building (\$24,250) + Work boots (\$15,625) = \$39,875. We can utilize budget dollars that were set aside for the Time to Care Act premiums (delayed) to offset these costs.

CONCURRENCES: Michelle Gordon, County Administrator.

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A

Open Session Item

SUBJECT: Adult Public Guardianship Review Board Appointments

PRESENTATION DATE: October 14, 2025

PRESENTATION BY: Dawn Marcus, County Clerk

RECOMMENDATION: Move to appoint Thomas Waldron to serve a first, full three-year term from November 1, 2025, through September 30, 2028, as the Psychiatrist Representative on the Adult Public Guardianship Review Board.

Move to appoint Laurie Beth Baturin to serve a partial term through March 31, 2027, as a Community Representative.

Move to appoint Shana Matthews to serve a first, full three-year term from September 1, 2025, through August 31, 2028, as the Department of Social Services Representative.

Move to reappoint Diane Lewis to serve a fourth, full three-year term from July 1, 2025, through June 30, 2028, as a Local Non-Profit Representative. The Board also requests a waiver of the two-term limit as outlined in the Boards and Commissions County Policy PR-22.

REPORT-IN-BRIEF: The Adult Public Guardianship Review Board (APGRB) is governed by Maryland Code, Family Law, Section 14-401; and the Code of Maryland Regulations 07.02.16.15. Membership consists of eleven members representing designated organizations and professions appointed by the County Commissioners, with a term of 3 years.

DISCUSSION: N/A.

FISCAL IMPACT: This is not a paid board.

CONCURRENCES: APGRB Board

ATTACHMENTS: N/A



Agenda Report Form

Open Session Item

SUBJECT: County Tax Abatement for Real Estate Tax Bills 2025 - 4919, 4918, 4917, 4500, and 3736 Hagerstown Multi Use Sports and Events Facility (A/K/A Meritus Park)

PRESENTATION DATE: October 14, 2025

PRESENTATION BY: Michelle Gordon, County Administrator

RECOMMENDATION: Move to approve the abatement of the county portion of principal and interest for real estate tax bills 2025-4919, 2025-4918, 2025-4917, 2025-4500, and 2025-3736 in the amount \$194,323.90 (\$183,324.45 principal and \$10,999.45 interest) for Customer 326178- Hagerstown Multi Use Sports and Events Facility (A/K/A Meritus Park).

REPORT-IN-BRIEF: Discussion regarding the approval of the abatement of the county portion of principal and interest for real estate tax bills 2025-4919, 2025-4918, 2025-4917, 2025-4500, and 2025-3736 in the amount \$194,323.90 (\$183,324.45 principal and \$10,999.45 interest) for Customer 326178- Hagerstown Multi Use Sports and Events Facility (A/K/A Meritus Park).

DISCUSSION: Discussion regarding the approval of the abatement of the county portion of principal and interest for real estate tax bills 2025-4919, 2025-4918, 2025-4917, 2025-4500, and 2025-3736 in the amount \$194,323.90 (\$183,324.45 principal and \$10,999.45 interest) for Customer 326178- Hagerstown Multi Use Sports and Events Facility (Meritus Park). Senate Bill 596 (2025) was approved by the Maryland State Legislation; and this bill exempts property owned by the Hagerstown Multi-Use Sports and Events Facility, Inc. (Meritus Park) from property tax if it is used primarily for public social, recreational and entertainment purposes. This bill took effect June 1, 2025, and applied to taxable years beginning after June 30, 2025.

Customer 326178-Hagerstown Multi-Use Sports and Events Facility

Year	Bill No	Parcel	Prin	Interest	Total
2025	4919	03-014576	\$ 436.90	\$ 26.21	\$ 463.11
2025	4918	03-014568	\$178,070.40	\$10,684.22	\$188,754.62
2025	4917	03-014525	\$ 321.55	\$ 19.29	\$ 340.84
2025	4500	03-009548	\$ 2,758.21	\$ 165.49	\$ 2,923.70
2025	3736	03-000419	\$ 1,737.39	\$ 104.24	\$ 1,841.63
Totals			\$183,324.45	\$10,999.45	\$194,323.90

FISCAL IMPACT: \$194,323.90 funded by reductions in transfers to the Capital fund.

CONCURRENCES: Kelcee Mace, CFO

ALTERNATIVES: Not approve the tax abatement.

ATTACHMENTS: None

AUDIO/VISUAL NEEDS: None