John F. Barr, *President*
Jeffrey A. Cline, *Vice President*

Randal A. Leatherman
Neil C. Parrott
Randall E. Wagner

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

BOARD OF COUNTY COMMISSIONERS
November 17, 2026
OPEN SESSION AGENDA

9:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President John F. Barr*
APPROVAL OF MINUTES: *October 13, 2026*

9:05 AM COMMISSIONERS' REPORTS AND COMMENTS

9:20 AM STAFF COMMENTS

9:30 AM 1. PUBLIC HEARING – APPLICATION FOR ZONING MAP AMENDMENT RZ-26-004
Travis Allen, Senior Planner, Planning and Zoning

9:40 AM 2. PRESENTATION OF THE JUNE 30, 2026 AUDITED FINANCIAL STATEMENTS
Chris Lehman, Partner, SB & Company; Kelcee Mace, Chief Financial Officer

9:55 AM 3. SOLE SOURCE PROCUREMENT – (PUR-1842) ONE (1) OUTPOST LICENSE PLATE READER, TWO (2) FLEET CAMERA SYSTEMS, AND ANNUAL SUPPORT FOR LICENSING AND SOFTWARE
Brandi Kentner, Director, Procurement; Major Joel Footen, Patrol Division Commander, Washington County Sheriff's Office

4. CONTRACT AWARD (PUR-1846) – ZONING AND SUBDIVISION ORDINANCE MODERNIZATION UPDATE
Brandi Kentner, Director, Procurement; Alyssa Sabetto, Director, Planning and Zoning

5. SOLE SOURCE PROCUREMENT (PUR-1853) AQ400 AUTOMATED MULTI-CHEMISTRY DISCRETE ANALYZER
Brandi Kentner, Director Procurement; Davina Yutzy, Deputy Director, Water Quality

10:05 AM 6. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-26-0359) – GUARDRAIL INSTALLATION, REPAIR, REPLACEMENT, AND RELATED TRAFFIC BARRIER SERVICES (INDEFINITE DELIVERY/INDEFINITE QUANTITY) FOR THE WASHINGTON COUNTY HIGHWAY DEPARTMENT AND WASHINGTON COUNTY ENGINEERING DEPARTMENT
Brandi Kentner, Director, Procurement; Zane Rowe, Deputy Director, Highways Department; Doug Levine, Supervisor of Operations, Highways Department

7. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-26-0352) – MICROSOFT OFFICE 365 LICENSING - EXTENSION
Brandi Kentner, Director, Procurement; Josh O'Neal, Chief Technical Officer, Information Technology

10:15 AM 8. CONTRACT AWARD (PUR-1839) FOR GASOLINE, DIESEL FUEL, AND HEATING OIL DELIVERIES
Carin Bakner, Buyer, Procurement; Zane Rowe, Deputy Director, Highways Department

9. BID REJECTION (PUR-1840) SWIMMING POOL AND WATER/WASTEWATER TREATMENT CHEMICALS
Carin Bakner, Buyer, Procurement; David Mason, Director, Environmental Management

10:25 AM 10. MARYLAND VOLUNTEER AND PROFESSIONAL FIREFIGHTERS INNOVATIVE CANCER SCREENING TECHNOLOGIES PROGRAM GRANT
R. David Hays, Director, Emergency Services; Rick Hemphill, Washington County Volunteer Fire and Rescue Association (WCVFRA); Dr. Robert Flint, Emergency Services

10:35 AM 11.HIRING RECOMMENDATION: SUPERVISOR OF TRANSIT OPERATIONS
Chip Rose, Director, Human Resources; Shawn Harbaugh, Director, Transit

10:40 AM 12. HIRING RECOMMENDATION: SENIOR BUDGET ANALYST
Chip Rose, Director, Human Resources; Kelcee Mace, Chief Financial Officer

10:45 AM 13. BUILDING CODE BOARD OF APPEALS REAPPOINTMENT
Dawn L. Marcus, County Clerk

10:50 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 individual (1). Personnel discussions are confidential.*

- *Consider appointment to County volunteer board.*

- *Consider appointment to County volunteer board.*
- *Personnel discussion re current employee.*
- *Discuss hiring for open County position.*
- *Discuss hiring for open County position.*
- *Discussion of assignment/job duties of County employee.*

To consider the acquisition of real property for a public purpose and matters directly related thereto. (3) Open session discussion would disadvantage County bargaining position.

- *Discuss acquisition of real property*

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

- *Discuss contract negotiation*
- *Legal advice pertaining to County legal matter*
- *Legal advice pertaining to County legal matter*
- *Consult with legal counsel regarding legal matter*

Discussion of public security – development of fire/EMS services (10). Open session discussion would constitute risk to public.

- *Emergency Services development discussion)*

1:00 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;
Neil C. Parrott, Commissioner: nparrott@washco-md.net (240) 313-2206;
Randal A. Leatherman, Commissioner: raleatherman@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.

Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: PUBLIC HEARING - Application for Zoning Map Amendment RZ-26-004

PRESENTATION DATE: November 17, 2026

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 totaling 2.09 acres at the intersection of Downsville Pike and Halfway Boulevard from the current Residential Suburban (RS) to Highway Interchange (HI).

DISCUSSION: The applicant Downsville Pike Land, LLC seeks a map amendment for three properties located at 10650, 10656 and 10662 Downsville Pike. 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 a mistake 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 both "Change" and "Mistake" in their request.

This item was presented to the Washington County Planning Commission at a Public Information Meeting held during their regular meeting on September 7, 2026. It was then brought back for recommendation at the October 5, 2026 meeting, where the members recommended against the approval of the proposed map amendment in a 3-1 vote.

Thus far, 15 written public comments have been received in opposition to the proposed rezoning. All citizens who spoke at the September 7, 2026 Public Information Meeting were in opposition to the proposed change in zoning except for one. As a general summary, citizen comments primarily focused on the negative impacts to road and pedestrian safety within the neighborhood that might result from locating a commercial use at this intersection.

FISCAL IMPACT: N/A

CONCURRENCES: Washington County Planning Commission

ALTERNATIVES: N/A

ATTACHMENTS: Application**, s**taff report, Planning Commission recommendation, approved Planning Commission minutes and written public comments

AUDIO/VISUAL NEEDS: none

Washington County
MARYLAND

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

November 3, 2026 RZ-26-004

APPLICATION FOR MAP AMENDMENT
PLANNING COMMISSION RECOMMENDATION

Property Owner(s)	**Downsville Pike Land, LLC**
Applicant(s)	**Christoper R. Smith (Manor House Builders)**
Location	**NW side of Downsville Pike, ¼ mile north of I-70**
Election District	**#26 - Halfway**
Comprehensive Plan Designation	**Medium Density Residential**
Zoning Map	**57**
Parcel(s)	**210, 329, 408**
Acreage	**2.09 acres (P. 210: 1.10 ac.; P. 329: 0.49 ac.; P. 408: 0.50 ac)**
Existing Zoning	**RS – Residential Suburban**
Requested Zoning	**HI – Highway Interchange**
Date of Public Input Meeting	**August 31, 2026**

RECOMMENDATION

The Washington County Planning Commission held a rezoning public input meeting on August 31, 2026 for the purpose of considering a map amendment for 2.09 acres of land located at the northwest corner of the Downsville Pike and Halfway Boulevard intersection from Residential Suburban to Highway Interchange zoning district.

The Planning Commission considered the application and supporting documents, oral testimony from the applicant and his attorney, public comment, and the Staff Report and Analysis. The Planning Commission then took action at its October 5, 2026 meeting to recommend, to the Board of County Commissioners, denial of the map amendment (RZ-26-004) because the Commission believes the applicant did not prove a mistake in the original zoning of the property or a change in the character of the neighborhood.

Copies of the application packet, Staff Report and Analysis, and minutes of the August 31, 2026 public rezoning input meeting and the October 5, 2026 regular meeting (unsigned) are attached.

Respectfully Submitted,

Alyssa Sabetto, Director
Washington County Dept. of Planning & Zoning

AS/TA/dse

Attachments

Washington County
MARYLAND

FOR PLANNING COMMISSION USE ONLY
Rezoning No. _____
Date Filed: _____

WASHINGTON COUNTY PLANNING COMMISSION ZONING ORDINANCE MAP AMENDMENT APPLICATION

DOWNSVILLE PIKE LAND, LLC
Applicant

■ Property Owner □ Contract Purchaser
□ Attorney □ Consultant
□ Other: _____

10306 REMINGTON DRIVE, 2ND FL.
Address

CHRIS SMITH
Primary Contact

301-733-4365x203
Phone Number

SAME AS ABOVE
Address

csmith@manorhousebuilders.com
E-mail Address

Property Location: NW Corner of Halfway Blvd / Downsville Pike Intersection

Tax Map: 57 Grid: 002 Parcel No.: 408; 329; 210 Acreage: +/- 2.09 ac.

Tax Account ID: 26-023114; 26-018862; 26-023173

Current Zoning: RS (Residential, Suburban) Requested Zoning: HI (Highway Interchange)

Reason for the Request:
■ Change in the character of the neighborhood
■ Mistake in original zoning
□ Floating or overlay zoning district

Chris Smith
Applicant's Signature

Subscribed and sworn before me this 4 day of June, 20 26.

My commission expires on 12·13·26

Sandra L. Schulte
Notary Public

SANDRA L SCHULTE
Notary Public - State of Maryland
Washington County
My Commission Expires Dec 13, 2026

FOR PLANNING COMMISSION USE ONLY

□ Application Form
□ Fee Worksheet
□ Application Fee
□ Ownership Verification or Owner's Affidavit
□ Boundary Plat (Including Metes & Bounds)
□ Vicinity Map
□ Justification Statement
□ 2 hard copies and 1 digital copy of complete Application Package

Washington County
MARYLAND

FOR PLANNING COMMISSION USE ONLY
Rezoning No. _____
Date Filed: _____

WASHINGTON COUNTY DEPARTMENT OF PLANNING & ZONING FEE WORKSHEET

PLEASE COMPLETE ONLY THE SECTION THAT APPLIES.

Applicant's Name: DOWNSVILLE PIKE LAND, LLC Date: _____

Zoning Ordinance Map Amendment . . . . . $ 2,000.00

Number of Acres * 2.09 x $20.00 [1 acre minimum]

per acre . . . . . $ 40

Engineering Review Fee . . . . . $ 150.00

Technology Fee . . . . . $ 15.00

TOTAL FEES DUE – MAP AMENDMENT . . . . . $ 2,205

*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

Search Tax Maps **No Ground Rent Redemption on File** **No Ground Rent Registration on File**

Special Tax Recapture: None

Account Number: **District - 26 Account Identifier -** 023114

Owner Information

Owner Name: DOWNSVILLE PIKE LAND LLC
Use: RESIDENTIAL
Principal Residence: NO
Mailing Address: 10306 REMINGTON DR 2ND FLR HAGERSTOWN MD 21740-0000
Deed Reference: /05486/ 00190

Location & Structure Information

Premises Address: 10656 DOWNSVILLE PIKE HAGERSTOWN 21740-0000
Legal Description: 0.50 ACRES 10656 DOWNSVILLE PIKE

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
0057	0002	0408	26010519.22	0000				2026	Plat Ref:

Town: None

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
			21,780 SF	

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements	Pending Permit
			/					None

Value Information

	Base Value	Value	Phase-in Assessments	
		As of 01/01/2026	As of 07/01/2025	As of 07/01/2026
Land:	24,500	24,500		
Improvements	0	0		
Total:	24,500	24,500	24,500	24,500
Preferential Land:	0	0		

Transfer Information

Seller: CARBAUGH BONNIE L ET AL	**Date:** 04/24/2017	**Price:** $50,000
Type: ARMS LENGTH IMPROVED	**Deed1:** /05486/ 00190	**Deed2:**
Seller: RICE ANITA V	**Date:** 12/07/2015	**Price:** $0
Type: NON-ARMS LENGTH OTHER	**Deed1:** /05119/ 00426	**Deed2:**
Seller:	**Date:**	**Price:**
Type:	**Deed1:**	**Deed2:**

Exemption Information

Partial Exempt Assessments:	Class	07/01/2025	07/01/2026
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:**

2 of 2

TM 57/ Parcel 408

Tri-State Signature Settlements, LLC
File No. TE-10107M
Tax ID # 26-023114

This Deed, made this 21st day of April, 2017, by and between Connie Proctor, Bonnie L. Carbaugh, Ronald G. Rice and Donald W. Rice, GRANTORS, and Downsville Pike Land, LLC, a Maryland Limited Liability Company, GRANTEE.

- Witnesseth -

That for and in consideration of the sum of Fifty Thousand And 00/100 Dollars ($50,000.00), which includes the amount of any outstanding Mortgage or Deed of Trust, if any, the receipt whereof is hereby acknowledged, the said Grantors do grant and convey to the said Downsville Pike Land, LLC, 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 described lot of land, together with any improvements thereon situate in Washington County, Maryland, on the Northwest side of the Downsville Hagerstown Turnpike, about two miles South of Hagerstown, and being more particularly described as follows:

Beginning at a stone standing near the west or northwest side of the Hagerstown and Downsville Turnpike and at the end of the 17th or South 79 ¼ degrees East 89 ½ perch line of a deed from Edward A. Shaffer, Executor, to John H. Eldridge, dated July 13, 1892, and running thence reversing said 17th line North 79 ¼ degrees West 181 feet, then leaving the outlines of the aforesaid deed 2 degrees East 185 feet, passing a stone on the North side of the aforesaid turnpike to the middle of said turnpike, then with the turnpike North 63 degrees East 252 feet to the place of beginning; containing approximately 0.50 acres of land, more or less.

Subject to and together with the covenants, restrictions, rights of way and easements of record applicable thereto.

Being the same property described and conveyed in the deed from Bonnie L. Carbaugh, Personal Representative of the Estate of Arthur T. Samuels unto Bonnie L. Carbaugh, Ronald G. Rice, Connie Proctor and Donald W. Rice dated July 17, 2015, and recorded December 7, 2015 in Liber 5119 at folio 0426 among the Land records of Washington County, Maryland.

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.

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 Downsville Pike Land, LLC, 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.

WASHINGTON COUNTY CIRCUIT COURT (Land Records) DJW 5486 p.0190 MSA_CE_18_5438. Date available 4/27/2017. Printed 6/4/2026.

As Witness the hands and seals of said Grantors, the day and year first above written.

WITNESS:

_____ Connie Proctor (Seal)
Connie Proctor

_____ Bonnie L. Carbaugh (Seal)
Bonnie L. Carbaugh

_____ Ronald G. Rice (Seal)
Ronald G. Rice

_____ Donald W. Rice (Seal)
Donald W. Rice
Connie J. Proctor, His Attorney in Fact

STATE OF MARYLAND }
COUNTY OF WASHINGTON } ss

I hereby certify that on this 21st day of April, 2017, before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared Connie Proctor, Bonnie L. Carbaugh, Ronald G. Rice and Donald W. Rice,* 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.

* By Connie J. Proctor, His Attorney In Fact

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

LESA N. DAVIS
Notary Public
Washington County
Maryland
My Commission Expires April 2, 2018

Notary Public
My commission expires 4/2/18

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.

Terri Ann Lowery, Esquire

AFTER RECORDING, PLEASE RETURN TO:
Tri-State Signature Settlements, LLC
1185 Mount Aetna Road
Hagerstown, MD 21740

TODD L. HERSHEY, TREASURER
TAXES PAID 4-24-17 pd

WASHINGTON COUNTY CIRCUIT COURT (Land Records) DJW 5486 p.0191 MSA_CE_18_5438. Date available 4/27/2017. Printed 6/4/2026.

Real Property Data Search ( )
Search Result for WASHINGTON COUNTY

Search Tax Maps	No Ground Rent Redemption on File	No Ground Rent Registration on File

Special Tax Recapture: None

Account Number: **District - 26 Account Identifier -** 018862

Owner Information

Owner Name:	DOWNSVILLE PIKE LAND LLC	**Use:**	RESIDENTIAL
		Principal Residence:	NO
Mailing Address:	10306 REMINGTON DR HAGERSTOWN MD 21740-	**Deed Reference:**	/07063/ 00436

Location & Structure Information

Premises Address:	10650 DOWNSVILLE PIKE HAGERSTOWN 21740-0000	**Legal Description:**	0.49 ACRES 10650 DOWNSVILLE PIKE

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
0057	0002	0329	26010519.22	0000				2026	Plat Ref:

Town: None

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
			21,078 SF	

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements	Pending Permit
			/					None

Value Information

	Base Value	Value As of 01/01/2026	Phase-in Assessments As of 07/01/2025	 As of 07/01/2026
Land:	50,500	50,500		
Improvements	0	0		
Total:	50,500	50,500	50,500	50,500
Preferential Land:	0	0		

Transfer Information

Seller: WASTLER JOHN D	**Date:** 07/21/2022	**Price:** $65,000
Type: NON-ARMS LENGTH OTHER	**Deed1:** /07063/ 00436	**Deed2:**
Seller: MILLS LEONARD I	**Date:** 06/01/1992	**Price:** $87,000
Type: ARMS LENGTH IMPROVED	**Deed1:** /01043/ 00813	**Deed2:**
Seller:	**Date:**	**Price:**
Type:	**Deed1:**	**Deed2:**

Exemption Information

Partial Exempt Assessments:	Class	07/01/2025	07/01/2026
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:**

Taxes Paid $2,443.24
Todd L. Hershey, Treasurer
MB 07-21-2022

BOOK: 7063 PAGE: 436

Washington Cty Cir Crt
IMP FD SURE $40.00
RECORDING FEE $20.00
TR TAX STATE $325.00
CTY TR TAX $75.00
CTY REC TAX $494.00
TOTAL $954.00
KRT RJD 02:06 pm
Jul 21, 2022

Olde Towne Title, Inc.
File No. OT-18310CO
Tax ID # 26-018862

TM 57/
Parcel 329

This Deed, made this 21st day of July, 2022, by and between **John Dean Wastler**, GRANTOR, and **Downsville Pike Land LLC**, GRANTEE.

Witnesseth –

That in consideration of the sum of Sixty-Five Thousand and 00/100 Dollars ($65,000.00), which includes the amount of any outstanding Mortgage or Deed of Trust, if any, the receipt of which is hereby acknowledged, the said Grantor does 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:

PARCEL 1: Situate along the Northwest side of the original portion of the Downsville Pike approximately 1.6 miles Southwestwardly from the Corporate Boundary of the City of Hagerstown, in District 26, Washington County, Maryland, and more particularly described as follows: Beginning at a point in the Northwest marginal line of said Downsville Pike, said point also being in the margin of the right of way of the State Roads Commission as indicated on Plat No. 13405 of said Commission on file in the Office of the Clerk of the Circuit Court for Washington County, and running thence along the existing fence line along the Northwest side of the original portion of said Downsville Pike South 48 degrees 20 minutes West 143.1 feet to a stake, thence leaving the Pike and running back therefrom North 4 degrees 00 minutes East 288.9 feet to intersect the existing fence line and the lines of the deed from Elizabeth S. Ridenour, widow, to Samuel H. Shank and Ethel Ridenour Shank, his wife, dated February 25, 1949 and recorded in Liber 251, folio 24, one of the Land Records of Washington County, Maryland thence with portions of two lines of said deed South 77 degrees 56 minutes East 101.0 feet to a post, South 4 degrees 00 minutes West 172.4 feet to the place of beginning; containing 0.53 acres of land, more or less.

PARCEL 2: All that lot or parcel of ground situate along the Northwest side of the original portion of the Downsville Pike approximately 1.6 miles Southwestwardly from the Corporate Boundary of the City of Hagerstown, in District 26, Washington County, Maryland and beginning at a point in the Northwest marginal line of said Downsville Pike, said point being at the end of the first line of the deed from Samuel H. Shank and wife to Leonard I. Mills and wife dated August 25, 1959 and recorded in Liber 351, folio 341, one of the Land Records of Washington County, and running thence back from the said Downsville Pike with the second line of said deed North 4 degrees 00 minutes East 288.9 feet to intersect the existing fence lines and the lines of the deed from Elizabeth S. Ridenour, widow, to the said Samuel H. Shank and wife dated February 25, 1949 and recorded in Liber 251, folio 24, another of the Land Records of Washington County, thence with a portion of one of the lines of said deed and running along the existing fence line North 77 degrees 56 minutes West 40.0 feet, more or less, to a marked tree, thence leaving the lines of the last mentioned deed and running South 3 degrees 38 minutes East 299.25 feet to the place of beginning, containing 0.12 acres of land, more or less.

SAVING AND EXCEPTING THEREFROM HOWEVER, all that piece or parcel of land conveyed to the Board of County Commissioners of Washington County, Maryland, a body corporate and politic of the State of Maryland, by Leonard I. Mills and Mary Jane Mills, his wife, by a deed dated 6 June 1983 and which was recorded in Liber 744, folio 1008, one of the Land Records of Washington County, Maryland. The property conveyed in fee simple from Parcel 1, above, contained 356 square feet, more or less, and from Parcel 2, above, 41 square feet, more or less.

For informational purposes only: The improvements thereon being known as 10650 Downsville Pike, Hagerstown, Maryland 21740

Tax ID No.: 26-018862

BEING the same property conveyed to John Dean Wastler by virtue of a Deed from Jack W. Mills, Personal Representative of the Estate of Leonard I. Mills, dated June 1, 1992

WASHINGTON COUNTY CIRCUIT COURT (Land Records) KRT 7063 p.0436 MSA_CE_18_7015. Date available 7/22/2022. Printed 6/4/2026.

and recorded June 1, 1992 among the Land Records of Washington County, Maryland in Liber DJW 1043, folio 813.

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.

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 Downsville Pike Land LLC, in fee simple.

Subject to and together with all restrictions, covenants, conditions, easements and rights of way of record.

And the Grantor hereby covenants that he has not done or suffered to be done any act, matter or thing whatsoever, to encumber the property hereby conveyed; that he will warrant Specially the property hereby granted; and that he will execute such further assurances of the same as may be requisite.

The undersigned certify that he is resident(s) of the State of Maryland, or that this was their primary residence, and therefore is exempt from the tax withholding requirements of Section 10-912 of the Tax General Article of the Annotated Code of Maryland.

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

_____ _____ (SEAL)
John Dean Wastler

STATE OF MARYLAND }
COUNTY OF WASHINGTON } ss

I hereby certify that on this 11th day of July, 2022, before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared John Dean Wastler, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged the same for the purposes therein contained, and further acknowledged the foregoing Deed to be his 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

R.J. WITTHAUS
Notary Public, State of Maryland
County of Frederick
My Commission Expires Dec. 21, 2023

My Commission Expires: _____

AFTER RECORDING, PLEASE RETURN TO:
Downsville Pike Land LLC
10306 Remington Drive 2nd floor
Hagerstown, MD 21740

WASHINGTON COUNTY CIRCUIT COURT (Land Records) KRT 7063 p.0437 MSA_CE_18_7015. Date available 7/22/2022. Printed 6/4/2026.

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.

Allison Bailey, Attorney

WASHINGTON COUNTY CIRCUIT COURT (Land Records) KRT 7063 p.0438 MSA_CE_18_7015. Date available 7/22/2022. Printed 6/4/2026.

Real Property Data Search ( )
Search Result for WASHINGTON COUNTY

Search Tax Maps | **No Ground Rent Redemption on File** | **No Ground Rent Registration on File**

Special Tax Recapture: None

Account Number: **District - 26 Account Identifier -** 023173

Owner Information

Owner Name: DOWNSVILLE PIKE LAND LLC
Use: RESIDENTIAL
Principal Residence: NO
Mailing Address: 10306 REMINGTON DR 2ND FLR HAGERSTOWN MD 21740-0000
Deed Reference: /05488/ 00165

Location & Structure Information

Premises Address: 10662 DOWNSVILLE PIKE HAGERSTOWN 21740-0000
Legal Description: 1.10 ACRES 10662 DOWNSVILLE PIKE

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
0057	0002	0210	26010519.22	0000				2026	Plat Ref:

Town: None

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
			1.1000 AC	

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements	Pending Permit
			/					None

Value Information

	Base Value	Value As of 01/01/2026	Phase-in Assessments As of 07/01/2025	As of 07/01/2026
Land:	61,000	61,000		
Improvements	0	0		
Total:	61,000	61,000	61,000	61,000
Preferential Land:	0	0		

Transfer Information

Seller: RICE ANITA VIRGINIA	**Date:** 04/26/2017	**Price:** $175,000
Type: NON-ARMS LENGTH OTHER	**Deed1:** /05488/ 00165	**Deed2:**
Seller:	**Date:**	**Price:** $0
Type: NON-ARMS LENGTH OTHER	**Deed1:** /01770/ 00701	**Deed2:**
Seller:	**Date:**	**Price:**
Type:	**Deed1:**	**Deed2:**

Exemption Information

Partial Exempt Assessments:	Class	07/01/2025	07/01/2026
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.0010.00	0.0010.00

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:**

Tri-State Signature Settlements, LLC
File No. TE-10106M
Tax ID# 26023173

TM 57 / Parcel 210

This Deed, made this 21st day of April, 2017, by and between **The Estate of Anita Virginia Rice, Estate No. 69124,** Grantor; and **Downsville Pike Land, LLC,** a Maryland Limited Liability Company, party of the second part, GRANTEE.

Whereas, on February 12, 2014, the Orphans' Court of Washington County, State of Maryland (the "Court") granted administration of the Estate of the Decedent to Connie J. Proctor as Personal Representative of the Estate of the Decedent in Estate No. 69124.

Whereas, Grantor in the capacity as Personal Representative in the Estate of the Decedent has complete and full power and authority by law, to grant and convey the entire fee simple interest in the hereinafter described property; and

Whereas, as part of the administration of the Estate of the Decedent, Grantor desires to convey the entire fee simple estate in the hereinafter described property to the Grantee.

- Witnesseth -

That in consideration of the sum of **One Hundred Seventy-Five Thousand And 00/100 Dollars ($175,000.00),** which includes the amount of any outstanding Mortgage or Deed of Trust, if any, the receipt whereof is hereby acknowledged, the said GRANTOR as Personal Representative as the Estate of the Decedent, does hereby grant and convey to **Downsville Pike Land, LLC,** 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 situate along the Northwest side of the Hagerstown Downsville Road approximately one and six tenths (1.6) miles from the Corporate Limits of the City of Hagerstown, in District No. 26, Washington County, Maryland and being more particularly described as follows:

Beginning at a stone planted at the end of the South 78 degrees 30 minutes west 89 and 5/10 perch line of the deed from Mary E. Stockslager, widow, to Albert L. Stockslager and wife, dated August 6, 1927, and recorded in Liber No. 178, folio 94, one of the land records of Washington County, Maryland, said stone being in or near the Northwest margin of the aforesaid Hagerstown-Downsville Road and at the North east corner of the parcel of land conveyed by the Downsville and Hagerstown Turnpike Company of Washington County to Arthur T. Samuels and Edna M. Samuels, his wife, by deed dated May 3, 1919 and recorded in Liber No. 155, folio 185, another of the Land Records of Washington County and running thence with the closing line of the first mentioned deed North 62 degrees 45 minutes East 133 feet to a point in said Road, thence crossing a portion of the Road North 27 degrees 15 minutes West 24 feet to an iron pipe in the Northwest margin thereof, thence leaving the Road and running North 59 degrees 50 minutes West 337 feet to an iron pipe, thence South 22 degrees 36 minutes West 212 feet to an iron pipe in the boundary of the entire tract conveyed to Stockslager as aforesaid, thence with said boundary line South 78 degrees 15 minutes East 88 feet, more or less, to the Northwest corner of the aforesaid parcel of land conveyed to Arthur T. Samuels and wife, thence binding on said parcel South 78 degrees 15 minutes East 181 feet, more or less, to the place of beginning, containing one and one tenth acres of land, more or less.

SAVING AND EXCEPTING all that property located along the northwest side of the Downsville Pike in the Twenty Sixth Election District of Washington County, Maryland, as shown on State Highway Administration Plat No. 54605 (Rev. 7/15/97); together with any and all right of vehicular ingress and egress across those portions of the right of

WASHINGTON COUNTY CIRCUIT COURT (Land Records) DJW 5488 p.0165 MSA_CE_18_5440. Date available 4/28/2017. Printed 6/4/2026.

way lines which are marked "Throughout This Portion of the Right of Way Line All Vehicular Access is Denied", as set forth in the Inquisition filed as Case No. 21-C-98-3906 LA in the Circuit Court for Washington County, Maryland, State Roads Commission of the State Highway Administration vs. Anita V. Rice, et. al., dated February 12, 2002, and recorded among the Land Records of Washington County, Maryland in Liber 1756 at folio 1094.

Subject to and together with all covenants, restrictions, rights of way and easements of record applicable thereto.

BEING A PART OF the property described and conveyed in the Deed from Albert L. Stockslager and Nellie A. Stockslager unto William D. Rice and Anita V. Rice, dated November 20, 1945 and recorded November 23, 1945, in Liber 232 at folio 183 among the Land Records of Washington County, Maryland. The said William D. Rice departed this life on or about March 11, 1986 thereby vesting title in Anita V. Rice, as Surviving Tenant by the Entirety. The said Anita V. Rice having departed this life on or about December 14, 2013.

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.

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 **Downsville Pike Land, LLC**, in fee simple.

And Grantor does hereby covenant to execute such further assurances of the same as may be requisite.

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

By: **Connie J. Proctor, Personal Representative of The Estate of Anita Virginia Rice, Estate No. 69124**

STATE OF MARYLAND
COUNTY OF WASHIGTON, to wit:

I hereby certify that on this **21st** day of **April, 2017** before me, the undersigned officer, a Notary Public in and for the State aforesaid, personally appeared Connie J. Proctor, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument, and acknowledged herself or himself to be the Personal Representative of the Estate of The Estate of Anita Virginia Rice, Estate No. 69124 and who, in my presence, signed and sealed the foregoing Deed and acknowledged it to be his/her act and deed as Personal Representative of the foregoing Estate, giving oath under penalties of perjury that the consideration recited herein is correct.

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

LESA N. LEWIS
Notary Public
Washington County
Maryland
My Commission Expires April 2, 2018

Notary Public
My commission expires: 4/2/18

TODD L. HERSHEY, TREASURER
TAXES PAID 4-24-17 pd

WASHINGTON COUNTY CIRCUIT COURT (Land Records) DJW 5488 p.0166 MSA_CE_18_5440. Date available 4/28/2017. Printed 6/4/2026.

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.

Terri Ann Lowery, Esquire

AFTER RECORDING, PLEASE RETURN TO:
Tri-State Signature Settlements, LLC
1185 Mount Aetna Road
Hagerstown, MD 21740

WASHINGTON COUNTY CIRCUIT COURT (Land Records) DJW 5488 p.0167 MSA_CE_18_5440. Date available 4/28/2017. Printed 6/4/2026.

JD Law Co., Inc.
Jason M. Divelbiss - Attorney & Consultant

June 17, 2026

Washington Co. Bd. of County Commissioners
c/o Wash. Co. Planning Commission
747 Northern Avenue
Hagerstown, MD 21742

Re: Zoning Ordinance Map Amendment Request for the +/- 2.09 ac. Property Located at the NW Corner of Halfway Boulevard & Downsville Pike

On behalf of the property owner, Downsville Pike Land, LLC, please accept the within letter in support of the application for Zoning Map Amendment to change the zoning classification for the property located at the NW corner of Halfway Boulevard and Downsville Pike from **RS (Residential, Suburban) to HI (Highway Interchange).**

The subject property consists of three (3) parcels which, in the aggregate, total +/- 2.09 ac. in size (collectively, the "**Property**"):

- +/- 0.49 acres with an address of 10650 Downsville Pike (Tax Map 57; Parcel 329);
- +/- 0.50 acres with an address of 10656 Downsville Pike (Tax Map 57; Parcel 408);
- +/- 1.10 acres with an address of 10662 Downsville Pike (Tax Map 57; Parcel 210).

As shown and depicted on the attached aerial photograph, the Property is bounded to the west by the County owned Marty Snook Memorial Park; to the south by the State-owned Park & Ride; to the east by Halfway Boulevard; and to the north by Downsville Pike. It is directly across the intersection from Sheetz.

In addition to being at the intersection of Halfway Boulevard and Downsville Pike, both classified as "Arterial" roadways (Comp. Plan, Map 7-6), the Property is less than 1,000' from the travel lanes of Interstate 70 and directly at the base of the westbound I-70 ramps.

Despite these factors, the Property is currently zoned RS (Residential, Suburban) (see attached Zoning Map) and designated in the County's Comprehensive Plan for "Medium Density Residential" future Land-Use (see attached Comp. Plan Future Land-Use Map).

The purpose of the RS (Residential, Suburban) district is to "provide appropriate locations … for single and two-family dwellings on moderately sized lots…" (Zoning Ordinance, § 8.0) whereas the purpose of the HI (Highway, Interchange) 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…" (Zoning Ordinance, § 19.1).

Several factors make the HI (Highway, Interchange) zoning classification more suitable than the RS (Residential, Suburban) for this Property:

- The Property is located immediately adjacent to the intersection of Halfway Blvd. and Downsville Pike, less than 1,000' from the travel lanes of Interstate 70 making single-family or two-family residential dwellings completely inappropriate;

- Without the benefit of any internal or secondary roadways, the Property will need to be accessed directly from Halfway Blvd. and/or Downsville Pike which, given the traffic volumes and speed of vehicular traffic on both roadways, presents a clear incompatibility and potential safety concern; and

- Given the need for future road and/or intersection improvements at this location, future residential use is impractical and not of a scale necessary to provide those improvements as part of the Property's development.

"Change or Mistake" Rule in General

Not only must the new, requested zoning classification be appropriate for the Property, but a request to change a property's zoning classification must also be supported by strong evidence of either (i) mistake in the original zoning (or the most recent comprehensive rezoning); or (ii) substantial change in the character of the neighborhood. *See,* Stratakis v. Beauchamp, 268 Md. 643, 652-653 (1973), which also characterizes "strong evidence" as being sufficient to make the issue "fairly debatable."

Change in the Character of the Neighborhood

There are essentially three (3) elements to be established in a case contending there has been a substantial change in the character of the neighborhood:

(a) What area constitutes the "neighborhood" of the subject property;

(b) The changes that have occurred in that "neighborhood" since the original zoning (or last comprehensive rezoning affecting the property); and

(c) That the changes resulted in a change to the character of the "neighborhood" that justify reclassification of the property to the requested zoning.

See, Montgomery v. Board of County Commissioners for Prince George's County, 256 Md. 597, 602 (1970).

Neighborhood

What constitutes the "neighborhood" is not to be precisely or rigidly defined but instead is defined differently in each case as the area within the immediate environs of the subject property and depends upon geographic location property, whether it is an urban, rural or semi-rural area and other such relative characteristics. *See,* Clayman v. Prince George's County, 266 Md. 409, 418 (1972).

In this case, the Property is located within the "neighborhood" bounded by the following, all of which are less than 1,000 ft. from the Property (see attached, marked aerial photo Exhibit):

- Stone Valley Drive to the North;
- I-70 to the South;
- The limits of Marty Snook Park to the West; and
- Venture Drive to the East.

Because all but two (2) of the neighboring properties are oriented *away from* the Property, it is somewhat difficult to define exactly what "neighborhood" the Property is part of (see attached, marked aerial photo exhibit), thus providing additional support that it is a Property more appropriately utilized for commercial rather than residential uses.

Changes in the Neighborhood

When evaluating the effect and sufficiency of changes which have occurred in the neighborhood, (i) they should be considered in the aggregate, not isolation. *See*, Bowman Group v. Moser, 112 Md. App. 694, 700 (1996); and (ii) changes occurring prior to the original zoning (or last comprehensive rezoning) may be considered in conjunction with other changes occurring after said zoning or rezoning. *See*, Buckel v. Board of County Commissioners of Frederick County, 80 Md. App. 305, 311 (1989).

Numerous changes have occurred within the "neighborhood" in which this Property is located, both prior to and following the last comprehensive rezoning affecting the Property in 2012. Those changes include at least the following:

- Intensification of the commercial areas surrounding the Property, including development of the Sheetz convenience store directly opposite the Property in the SE corner of the intersection; and

- Expansion and improvement of the Halfway Boulevard and Downsville Pike intersection and abutting roadways, both of which are classified as "Arterial" roadways and as shown in the attached aerial photo Exhibit consist of four (4) travel lanes in the case of Halfway Boulevard and between 5-7 travel lanes with a solid median in the case of Downsville Pike.

It is indisputable that the cumulative effect of these changes in the "neighborhood" have made the Property more suitable for the commercial uses permitted in the HI (Highway, Interchange) zoning district than the RS (Residential, Suburban) zoning district.

At one point in time the Property may have been suitable for residential use, but that time has passed and rezoning the Property to HI (Highway, Interchange) is justified and appropriate.

Mistake

For there to be a "mistake" at the time of the original zoning (or last comprehensive rezoning) there must be evidence (i) that there were assumptions or premises relied upon that were invalid or incorrect; or (ii) that existing facts, projects or reasonably foreseeable trends were not taken into account, so that essentially the original zoning (or last comprehensive rezoning) was premised on an error or misapprehension and not just an occasion of bad judgment. *See*, Boyce v. Sembly, 25 Md. App. 43, 50-51 (1975).

When the Property was last comprehensively rezoned in 2012, it was based at least in part on the presumption that the Property, whether collectively as a single +/- 2.09 ac. parcel or individually as separate +/- 0.49 ac.; +/- 0.50 ac.; and +/- 1.10 ac. parcels, could be effectively utilized for the single-family, two-family or limited commercial / institutional (churches, schools, community centers, etc.) permitted in the RS (Residential, Suburban) zoning district.

However, the Property's relatively small size, irregular shape and frontage on two (2) arterial roadways (+/- 400' on Downsville Pike; +/- 350' on Halfway Boulevard) present difficult challenges to its development and utilization, specifically gaining safe points of ingress/egress to Halfway Boulevard and/or Downsville Pike, consistent with all design, sight distance and other regulations of the City of Hagerstown, Washington County and the State Highway Administration.

This challenge would likely be insurmountable if the proposed use were, for example, a single-family dwelling on each of the three (3) parcels each of which would be entitled to an individual private driveway onto either Halfway Boulevard or Downsville Pike to gain access.

These existing facts, as well as the reasonably foreseeable trend of intensifying traffic and commercial uses mentioned earlier when discussing the "change in the character of the neighborhood" were not sufficiently taken into account by the County in 2012.

As confirmed by the more than 14 additional years that have elapsed with still no residential development activity proposed for the Property, this decision by the County was premised on the misapprehension that the Property was more appropriate and suitable for residential use.

Conclusion

For the foregoing reasons, the requested rezoning of the Property from RS (Residential, Suburban) to HI (Highway, Interchange) is justified on the grounds of either substantial change in the character of the neighborhood or mistake in the last comprehensive rezoning.

The Property is bounded by Halfway Boulevard and Downsville Pike, both major transportation corridors where commercial development should be located and the relatively recent intersection improvements have the intersection and surrounding road network operating better than at any other time in recent memory.

For these reasons, the Applicant / Property Owner respectfully requests that the requested rezoning from RS (Residential, Suburban) to HI (Highway, Interchange) be approved.

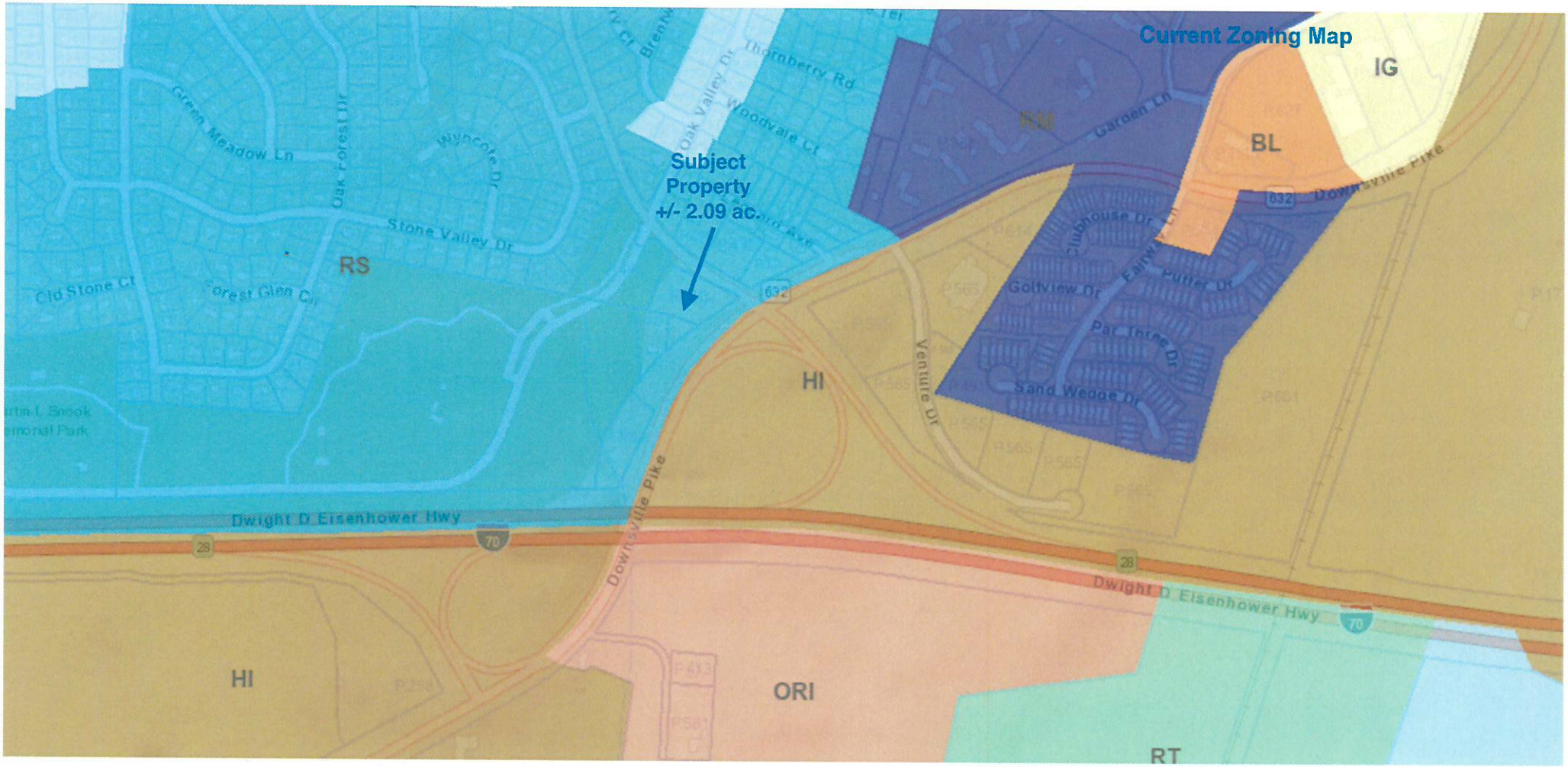
Very truly yours,
JD LAW CO., INC.

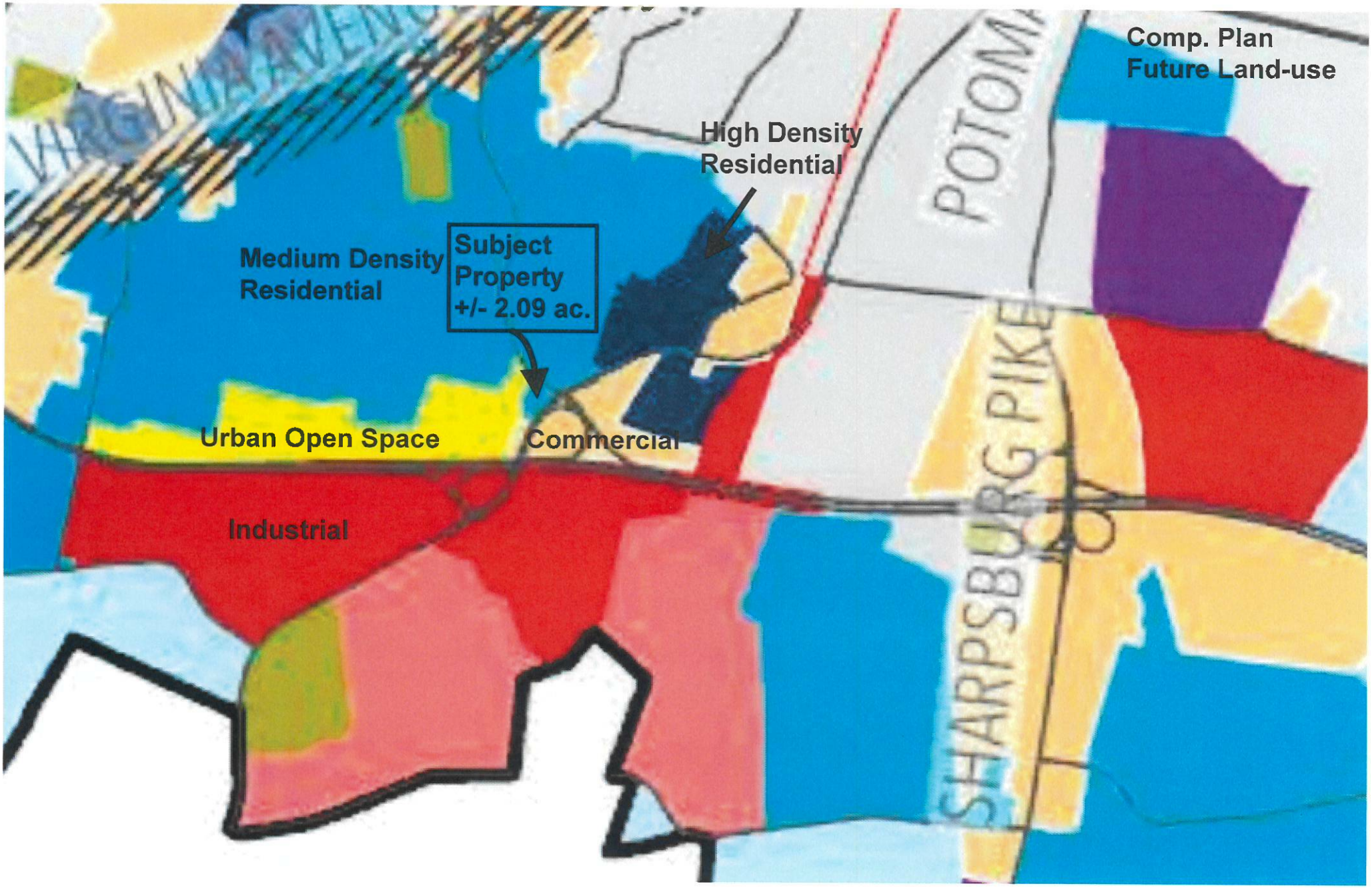


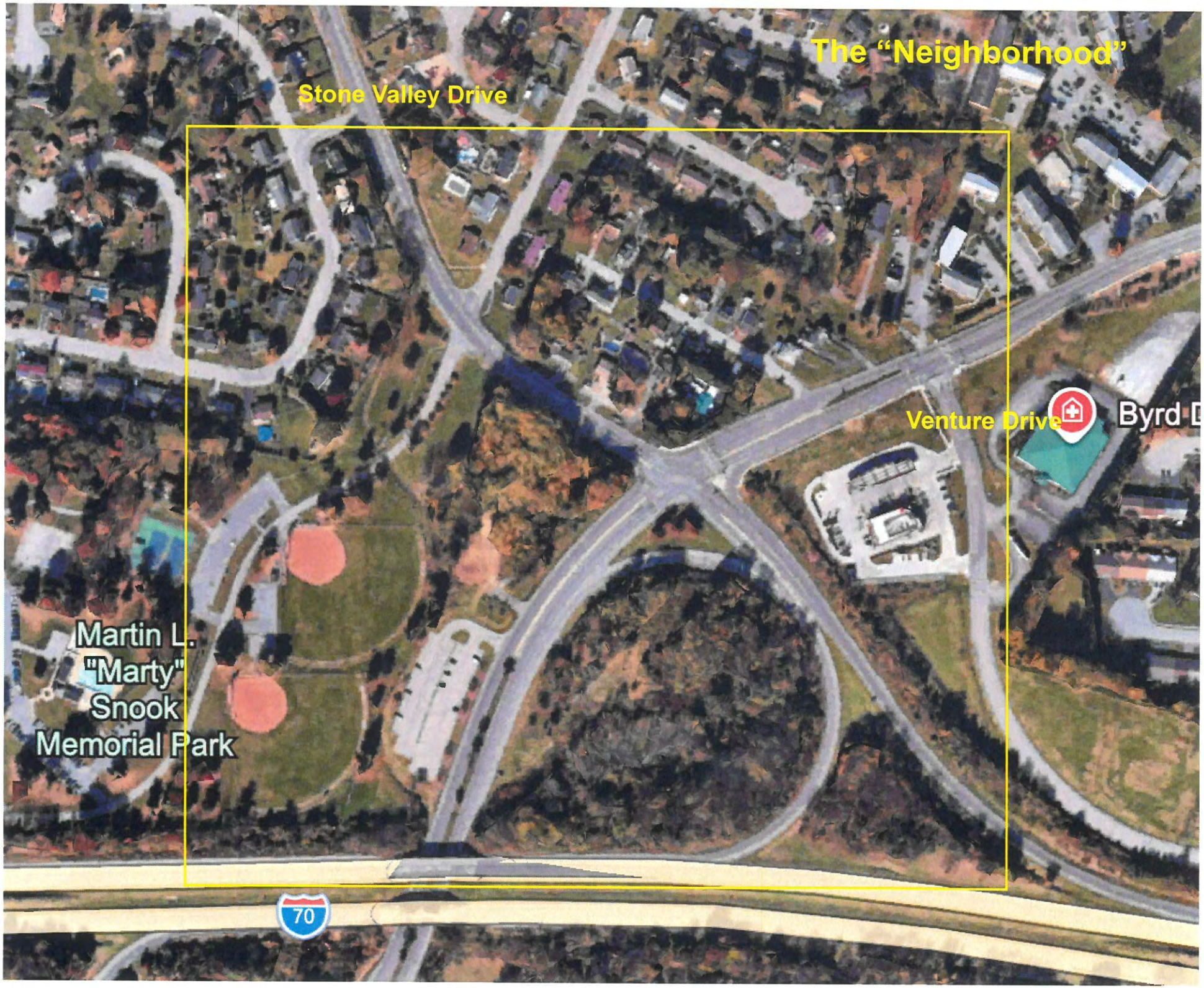
Jason M. Divelbiss
Attorney at Law

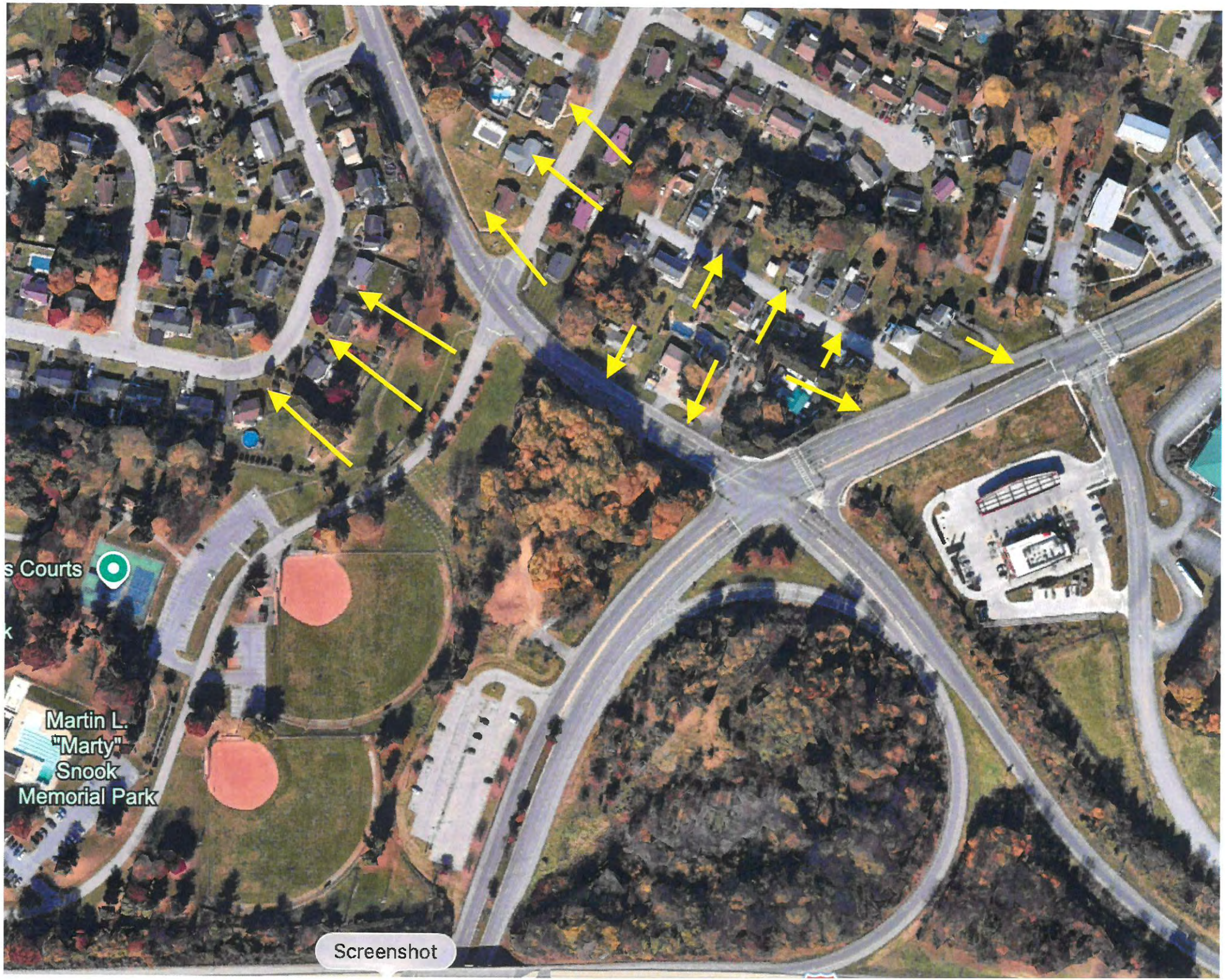
Email: jdivelbiss@divelbisslaw.com

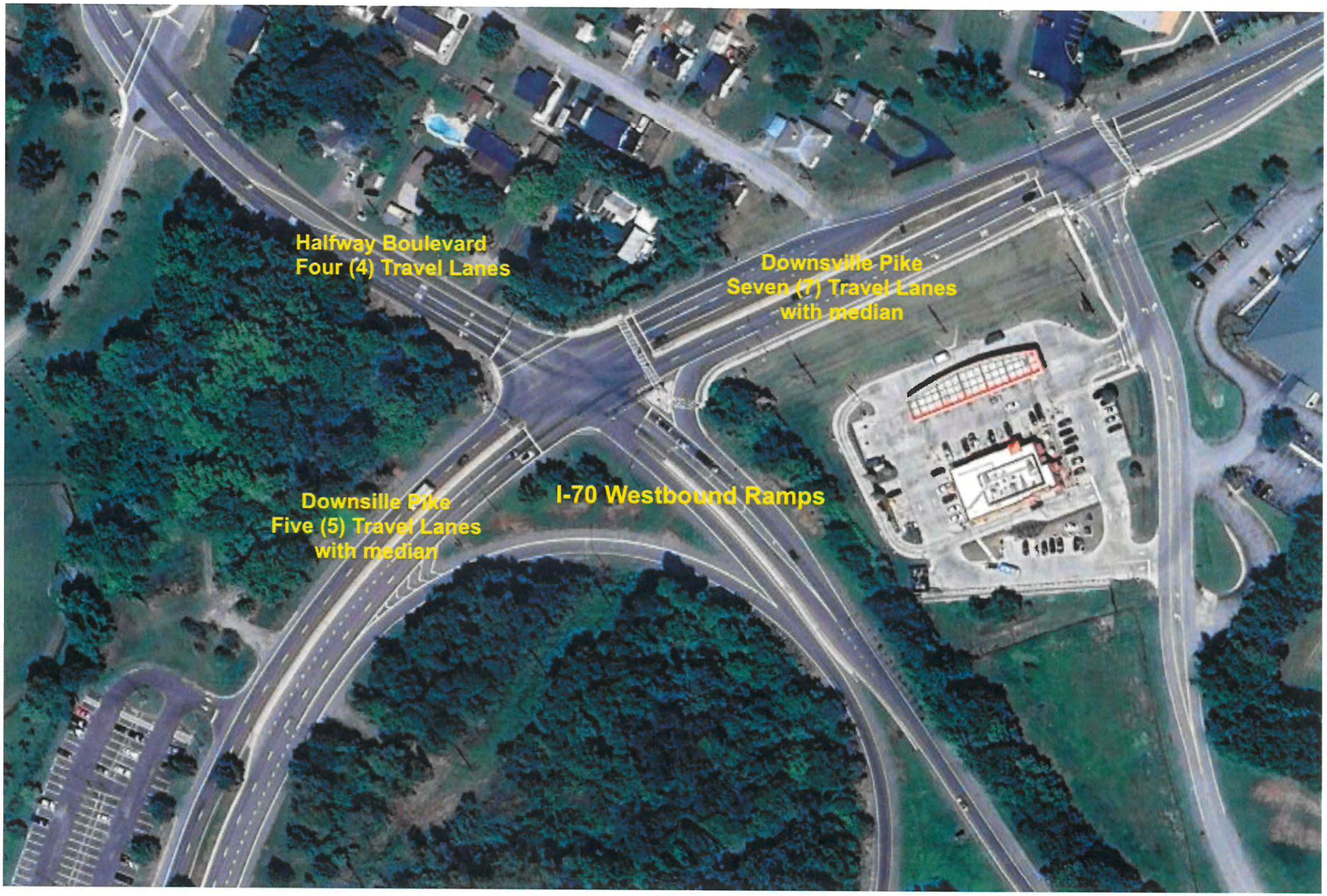

Halfway Boulevard
Subject Property +/- 2.09 ac.
Byrd Dental
Sheetz
Martin L. "Marty" Snook Memorial Park
Downsville Pike
Park & Ride
70
70


Current Zoning Map
Subject Property +/- 2.09 ac.
RS
RM
BL
IG
HI
ORI
RT
Stone Valley Dr
Green Meadow Ln
Oak Forest Dr
Old Stone Ct
Forest Glen Ct
Thornberry Rd
Oak Valley Dr
Windovale Ct
Garden Ln
Clubhouse Dr
Golfview Dr
Fairway Ct
Putter Dr
Par Three Dr
Sand Wedge Dr
Venture Dr
Downsville Pike
Dwight D Eisenhower Hwy
632
28
70


Comp. Plan
Future Land-use
High Density
Residential
Medium Density
Residential
Subject
Property
+/- 2.09 ac.
Urban Open Space
Commercial
Industrial
POTOMAC
SHARPSBURG PIKE


The "Neighborhood"
Stone Valley Drive
Venture Drive
Byrd D
Martin L.
"Marty"
Snook
Memorial Park
70


s Courts
Martin L.
"Marty"
Snook
Memorial Park
Screenshot


Halfway Boulevard
Four (4) Travel Lanes
Downsville Pike
Seven (7) Travel Lanes
with median
Downsille Pike
Five (5) Travel Lanes
with median
I-70 Westbound Ramps

Washington County

Maryland

RZ-26-004

Applicant
- DOWNSVILLE PIKE LAND, LLC

Location
- NW Corner of Halfway Blvd/Downsville Pike Intersection

Present Zoning
- RS - Residential, Suburban

Proposed Zoning
- HI - Highway Interchange

Acreage
- 2.09

Map/Parcel
- Map 57, Parcels 210/329/408

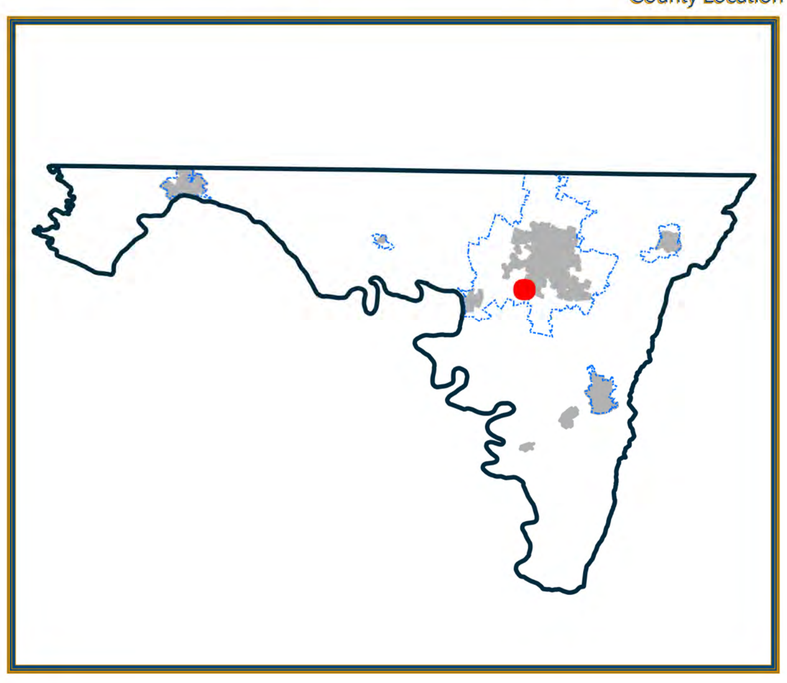
0 5 10 15 20 25
County Location Scale (Miles)

0 0.05 0.1 0.15 0.2 0.25
Current Zoning Scale (Miles)

0 75 150 225 300
Aerial Scale (feet)

N

County Location

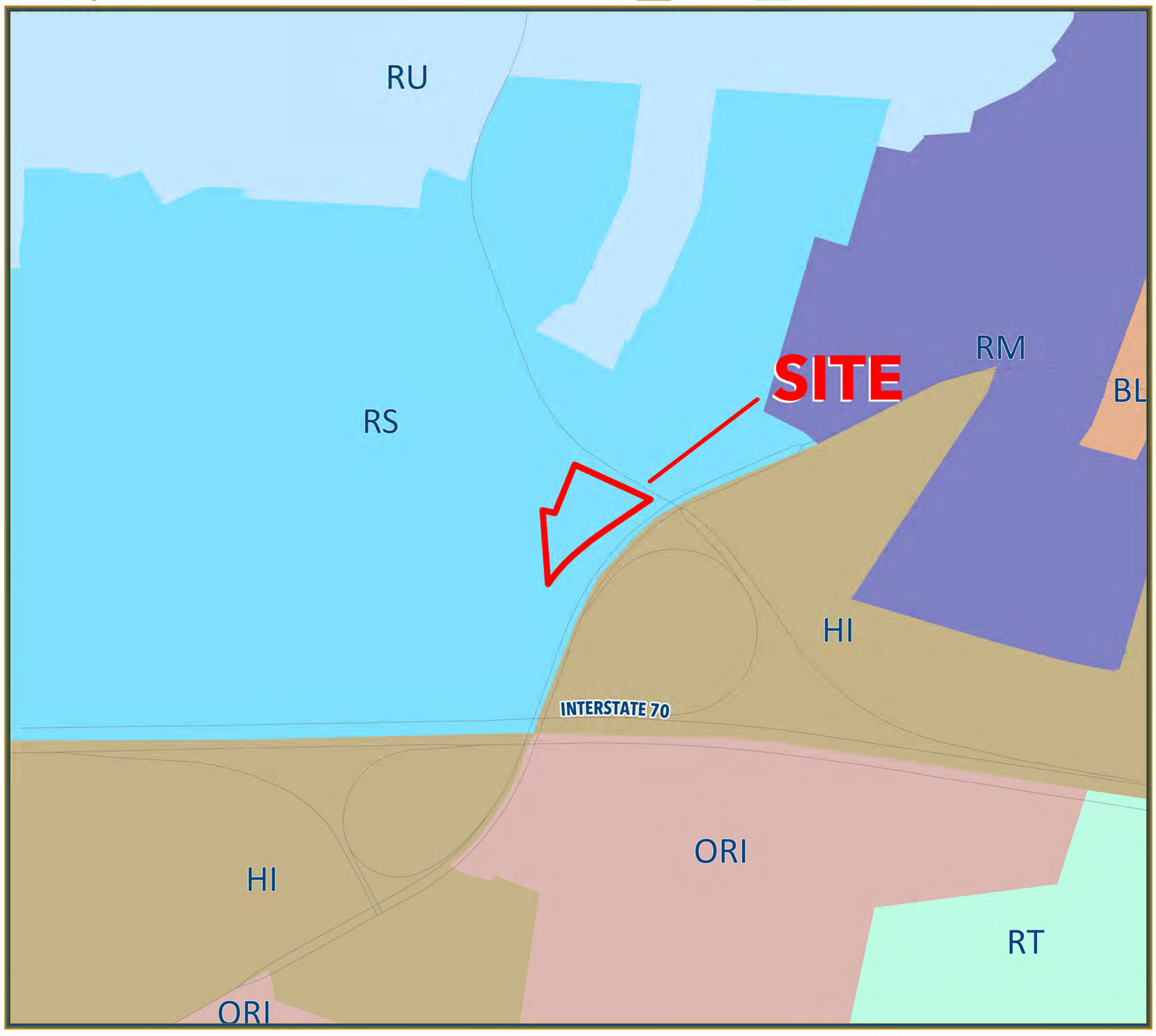


Aerial (2025/MD iMAP)

Current Zoning

Legend

Rezoning Site
Growth Areas
BL
HI
ORI
RM
RS
RT
RU
County Boundary
Roads





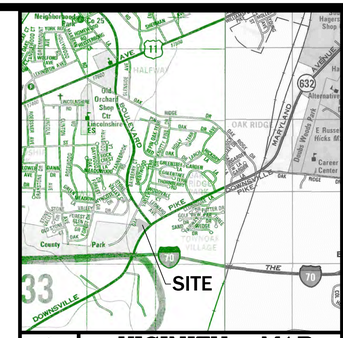
Document Path: S:\Policy\Zone\Rezone\Exhibit.aprx



CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH	TANGENT
C1	256.36'	6821.74'	2°09'11.34"	S 53°10'26" W	256.34'	128.19'
C2	97.86'	1125.19'	4°58'58.77"	S 56°02'07" W	97.83'	48.96'

ADJOINER LIST

1.	GLEN S. REA, JR.	L. 737 F. 395	T.M. 49 P. 270	LOT OV-24
2.	TRIXIE B. McPHERSON	L. 1098 F. 148	T.M. 49 P. 270	LOT OV-23



VICINITY MAP
SCALE: 1" = 2000'
TAX MAP 57 PARCEL 210 & 408
COPYRIGHT ADC THE MAP PEOPLE PERMIT USE NUMBER 21004221

ADC MAP 20
GRID J-11

N
W E
S

GRAPHIC SCALE
100 0 50 100 200 400
(IN FEET)
1 inch = 100 ft.

FOX & ASSOCIATES INC.
Est. 1966
Copyright © 2026

FOX & ASSOCIATES, INC.
ENGINEERS • SURVEYORS • PLANNERS
981 MT. AETNA ROAD
HAGERSTOWN, MD. 21740
PHONE: (301)733-8503
or (301)416-7250
FAX: (301)733-1853
82 WORMANS MILL COURT
SUITE "G"
FREDERICK, MD. 21701
PHONE: (301)695-0880
FAX: (301)293-6009
www.foxassociatesinc.com
Email: foxassoc@foxassociatesinc.com

DRAWN BY
REVISION
DATE

REZONING EXHIBIT
DOWNSVILLE PIKE LAND LLC
SITUATE NORTH OF DOWNSVILLE PIKE & EAST OF HALFWAY BLVD.
ELECTION DISTRICT 26
WASHINGTON COUNTY, MARYLAND

SCALE: 1"=100'

PROJECT NO. 17-31308
DRAWING NO. D-
DATE: JULY 2017
DRAWN BY: RLB
CHECKED BY: GSP

SHEET 1 OF 1

A17\17308 Downsville Pike Land LLC\REZONING\DDA Exhibit.dwg Jun 30, 2026 - 7:03pm User: rbuhman

August, 2026 Case #: RZ-26-004

Application for Map Amendment
Staff Report and Analysis

Property Owner(s)	:	Downsville Pike Land, LLC
Applicant(s)	:	Christopher R. Smith (Manor House Builders)
Location	:	NW side of Downsville Pike, ¼ mile North of I-70
Election District	:	#26 – Halfway
Comprehensive Plan Designation	:	Medium Density Residential
Zoning Map	:	57
Parcel(s)	:	P. 210, 329, 408
Acreage	:	2.09 acres (P. 210: 1.10 ac; P. 329: .49 ac; P. 408: .50 ac)
Existing Zoning	:	RS – Residential, Suburban
Requested Zoning	:	HI – Highway Interchange
Date of Meeting	:	August 31, 2026

I. Background and Findings Analysis:

1. Site Description



The site of this request is located at the intersection of Downsville Pike (MD 632) and Halfway Blvd, approximately .25 miles north of Interstate 70 exit #28. Marty Snook County Park is located immediately adjacent to Parcels 210 and 329. The Park and Ride lot lies immediately south of Parcel 329. The total acreage of the three parcels that are the subject of this rezoning case is 2.09 acres. All properties are located within the County designated Urban

Growth Area which surrounds the City of Hagerstown and the Towns of Williamsport and Funkstown.

The subject properties are currently undeveloped and covered with mature trees and brush. Single family homes stood on each of these properties for many years until they were demolished after years of neglect by multiple property owners. The homes were demolished in 2018, 2020 and 2022, respectively. The topography slopes moderately downhill to the southwest towards Marty Snook Park. An intermittent stream, James Run, separates adjacent parcel 329 from the Park at the base of the hill, just offsite.

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 is consistent with the County's adopted Comprehensive Plan. Inherent in this purpose is the realization that the planning and implementation of water and sewer facilities constitute the most physically direct method of guiding development within the County. Extension of service is done according to a priority classification established within the Plan ranging from W-1/S-1 (Existing Service or Under Construction) to W-7/S-7 (No Planned Service).

Water:

W-1: Existing Service (County Line – City Treatment)

All parcels are served by existing public water facilities. Water distribution lines in this area are owned by the County while treatment is provided by the City of Hagerstown. The City of Hagerstown Water Division offered no comment on the proposed development when sent the application for review.

Wastewater:

S-1: Existing Service (County)

The subject parcels are served by existing public sewerage facilities. The County provides wastewater service for this area at the Conococheague Wastewater Treatment Plant.

The Department of Water Quality is the wastewater provider for this area and therefore the application was sent to it for review and comment. The Department had no comments on this application.

B. Emergency Services

Fire and Emergency Services:
Volunteer Fire Company of Halfway (1114 Lincoln Avenue) – 1 mile away

All parcels are 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 1 mile away from the properties subject to the rezoning.

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

Schools

Elementary - Lincolnshire, *Middle* – Springfield, *High School* - Williamsport

The subject site is within the districts of Linconshire Elementary, Springfield Middle and Williamsport High schools. The requested zoning classification, Highway Interchange (HI), does not allow for 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

Highways – Access and Traffic Volume

The site is located at the intersection of Downsville Pike (MD 632) and Halfway Blvd. Both roads are classified as minor arterials in the Transportation Element of the County's 2040 Comprehensive Plan. This classification accounts for mobility and access characteristics of the roadway in its categorization. Minor Arterial roads are designed to carry between 5,000 – 25,000 Average Daily Traffic in urban areas. The County's road classification system is based upon the Federal Highway Functional Classification System, but modified to reflect local road conditions.

Parcel 210 has approximately 300 feet of road frontage on Halfway Boulevard, extending from the intersection of Halfway Boulevard and Downsville Pike to the northwest. The three parcels combined have approximately 500 feet of road frontage on Downsville Pike, extending south from this same intersection.

The southbound and northbound travel lanes on Downsville Pike are divided by a median. This median extends north of the Halfway Boulevard intersection for approximately 500 feet until ending near Venture Drive. It runs south of this intersection for approximately 1/3 mile until ending at the I-70E off-ramp. The median then extends briefly again for approximately another 600 feet in front of Callas Contractors as Downsville Pike turns southwest.

At present, there is one major new roadway project affecting capacity or traffic flow realignment currently slated to occur in the immediate vicinity of the subject parcels on County, State or Federal roads, according to a review of short and long-term transportation planning documents. Other recent road or intersection improvements in the vicinity of the rezoning site are briefly discussed in the following paragraphs.

The County's current 10-Year Capital Improvement Plan (CIP) budgets for the installation of a roundabout at the intersection of Halfway Boulevard and Oak Valley Drive to improve safety and the level of service. Oak Valley Drive becomes the entrance road into Marty Snook Park as it crosses over Halfway Boulevard heading south. No money is budgeted for this project in the next five years, however, indicating that this intersection improvement is a long-term priority at the moment, not an immediate priority.

Previously, in 2017, a traffic signal was installed at the intersection of Venture Drive and Downsville Pike as a part of the opening of the new Sheetz. This signal was synchronized with the signal at Downsville Pike and Halfway Blvd. Venture Drive was restriped to 3 lanes at that time as well. The store is located directly east of the rezoning site.

Both I-70 bridges over MD-632 are also in the process of being replaced as the existing bridges, built in 1965, are nearing the end of their useful service lives and are rated in poor condition based on deck and substructure.

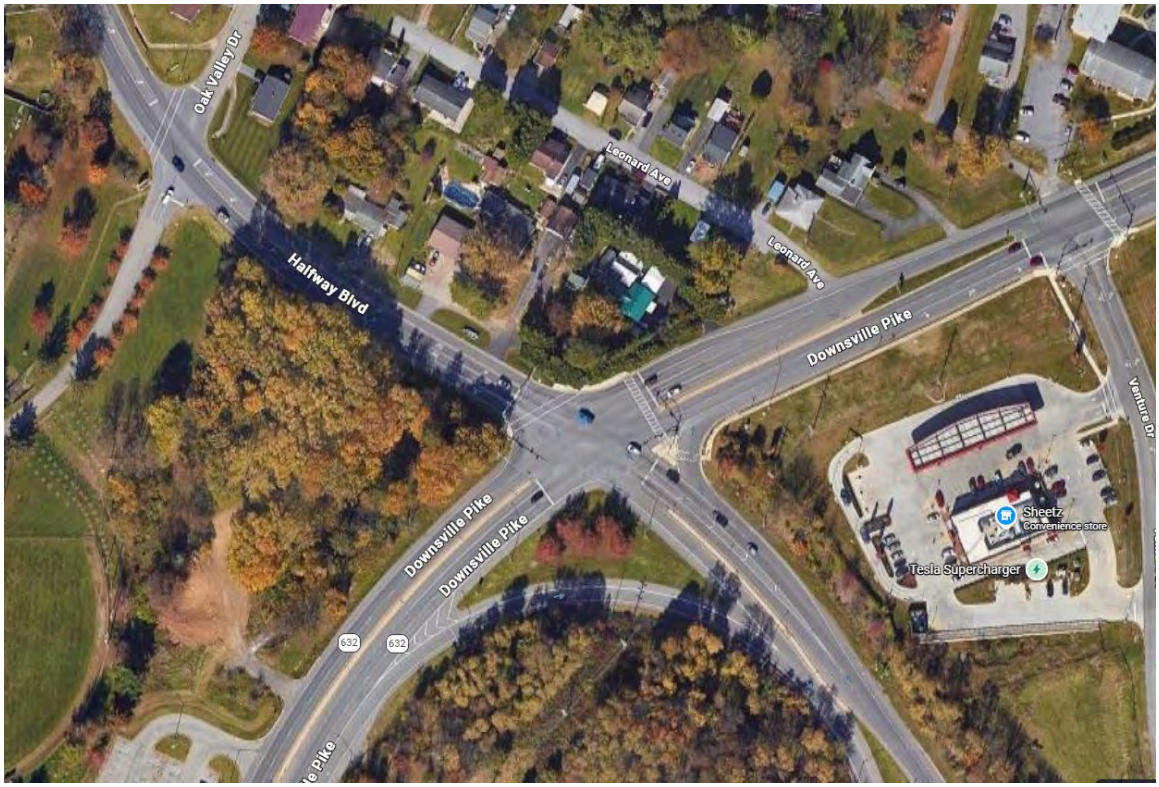


Image showing road and intersection configuration near the rezoning site including: Downsville Pike medians, Venture Drive traffic signal, Marty Snook Park entrance road, Halfway Boulevard turn lanes

In addition to evaluating public access of a parcel for rezoning purposes, it is also important to evaluate traffic generation and existing traffic volumes. This is commonly accomplished through analysis of historic and existing traffic counts as well as any existing traffic impact studies. The intersection of Halfway Boulevard and Downsville Pike, located immediately adjacent to the two parcels to the northeast, offers a proximate location which has recorded traffic counts from the Maryland State Highway Administration (SHA) throughout the time period shown below. The traffic volume data shown in the chart is expressed in annual average daily traffic volumes (AADT).

Table 2: Traffic Volumes 1990-2024

Year	Downsville Pike @ Halfway Blvd
2024	12,515
2020	10,703
2015	12,361
2010	12,152
2005	13,175
2000	6,900
1995	6,250
1990	14,600

Source: Maryland State Highway Administration

As shown in the table above, traffic volumes near the intersection of Downsville Pike and Halfway Boulevard have remained consistent during the last fifteen years, aside from the notable decrease in traffic during the COVID-19 Pandemic in 2020. Outside of that anomalous period, traffic volumes have remained at roughly 12,000 AADT since 2010. The highest traffic counts at this intersection during the period surveyed were actually achieved nearly 35 years ago, in 1990. Traffic has yet to reach those same levels at the intersection since then.

The significant dip in traffic volumes at this location between 1995 and 2000 is likely explained by I-70 interchange construction during that same period, causing traffic to divert onto other roads. Accordingly, the sharp increase in traffic volume in 2005 at this location coincides with the project's completion.

The State Highway Administration had no comment after receiving a copy of the rezoning application.

The County's Division of Engineering & Construction Management also collected single day traffic counts on roads in the vicinity of this proposed rezoning in 2008, 2016 and 2022. These counts, shown in the table below, give us some indication of traffic volumes occurring in the adjacent residential and commercial areas along Downsville Pike and Halfway Blvd.

The only notable variation in these traffic counts taken at various locations is the Venture Drive count in 2022. Traffic increased dramatically from 369 vehicles in 2016 to 4803 vehicles in 2022. This dramatic increase can be almost solely attributed to the Sheetz opening on Venture Drive in 2017.

Table 3: 2008, 2016 & 2022 County Traffic Volumes

Oak Ridge Drive at MD 632	3459	3440	3622
Fairway Lane at MD 632	1380	1273	995
Venture Drive at MD 632	609	369	4803
Oak Valley Drive at Halfway Blvd	1077	1020	915
Leonard Ave	125	NA	NA

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

The rezoning application was sent to the Washington County Division of Public Works and they have supplied the following comment regarding access and circulation related concerns (emphasis added by staff):

1. *"There are questions and concerns regarding the future ingress/egress locations and the resulting traffic demand associated with Highway Interchange zoning. The existing unsignalized entrance to Marty Snook Park on Halfway Boulevard is located approximately 500 feet from the adjacent intersection. A new commercial access point would be expected to generate substantially more traffic than the current residential zoning, increasing the potential for operational and safety concerns due to the close spacing of access points, particularly if left-turn movements are permitted.*

   Additionally, Marty Snook Park is public property. If the proposed development anticipates sharing or connecting to the existing park entrance, this raises concerns regarding the use of public park property to provide access for a private

commercial development and may be inconsistent with the intended public purpose of the park property."

2. *"Public Works is currently advancing the Marty Snook Park Multimodal Trail and Parking Capital Improvement Project (CIP), which includes planned modifications to the park access road, traffic circulation, pedestrian facilities, and bicycle infrastructure. There are concerns regarding how any proposed commercial entrance(s) would be designed and constructed and the potential impacts on these planned improvements, including the ability of park users to safely access and connect to the surrounding residential neighborhoods.*

Any proposed access configuration should preserve safe, convenient, and continuous pedestrian and bicycle connections between Marty Snook Park and the adjacent residential areas."[1]

Public Transportation

This area is not directly served by public transportation. Routes 111 and 113 (Valley Mall) of the Washington County Commuter both travel along Downsville Pike and Halfway Boulevard. The route turns off onto Oak Ridge Drive however, roughly ½ mile north of the subject parcels, before reaching Halfway Boulevard. The nearest stops are at either the South End or Old Orchard Shopping Centers (both roughly 1.5 miles away from the site).

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

A. Zoning

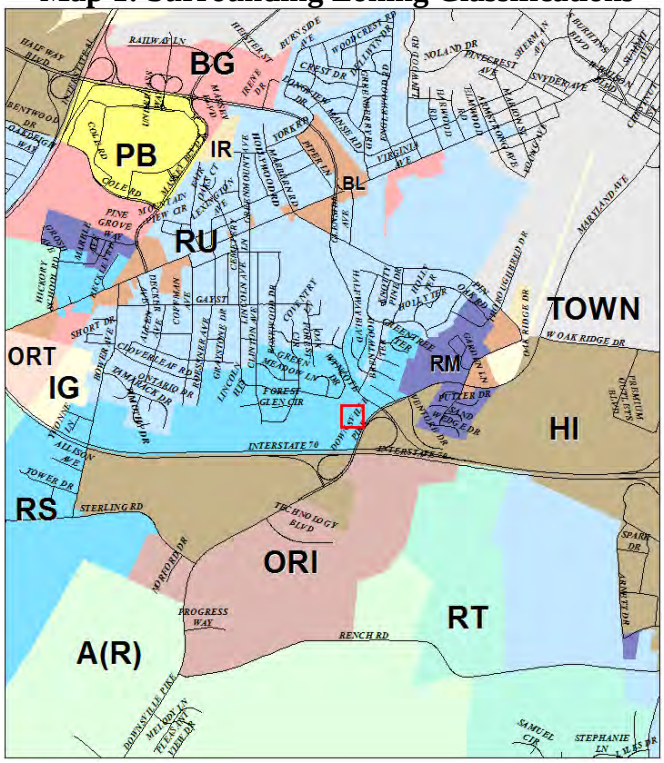
Each of the subject parcels are currently zoned Residential Suburban (RS) and are requesting to change to Highway Interchange (HI). The purpose of the HI zoning district is:

"…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…".[2]

[1] Washington County Division of Public Works Comment Letter dated July17, 2026.
[2] Washington County Zoning Ordinance, Section 19.1, P.170

The HI Zoning District does not establish its own independent list of principal permitted uses aside from agriculture. Instead, it draws permitted uses from the Business Local, Business General, Planned Business and Office Research and Technology Zoning Districts. Accordingly, the range of potential uses permitted by right under the HI zoning classification is vast and wide-ranging.

Map 1: Surrounding Zoning Classifications



The mix of zoning classifications in the immediate vicinity of the three parcels (red box) in question, are shown on Map 1 above. The properties fall within a section of the UGA between I-70, MD-632 and Virginia Avenue that is almost uniformly residential. Zoning classifications within this area to the north and west above Interstate 70 include Residential Suburban (RS), Residential Urban (RU) and Residential Multifamily (RM).

It is only once one crosses I-70 or MD-632 that the zoning becomes predominantly commercial or industrial in the vicinity. To the east, south and southwest one encounters Highway Interchange (HI) and Office, Research and Industry (ORI). There is still a substantial RM area in this quadrant, located immediately east of the subject site near the I-70 interchange.

Lands beyond the direct influence of the I-70 interchange are assigned mostly Residential Transition (RT) and Agricultural Rural (AR) as we reach the boundary of the UGA.

B. Land Use

Land use in the area surrounding the rezoning site follows the assigned zoning classifications just described. Marty Snook Memorial Park borders the subject parcels to the west. Substantial single-family, two-family and multi-family residential development in the Woodmoor, Oak Ridge and Parkview Meadows neighborhoods border the Park to the north and west. Lincolnshire Elementary School lies within this area, north of the subject site, along Halfway Boulevard. A park and ride lot is immediately south of parcel 329.

Across MD-632, one can find the new Sheetz along Venture Drive as well as multiple medical offices at the Downsville Center commercial complex. Immediately northeast of those businesses are the Towne Oak Village townhome community. A small cluster of mostly retail and food service businesses is found in the Oak Ridge Shopping Center, roughly a ½ mile northeast, at the intersection of Downsville Pike and Oak Ridge Drive.

Callas Contractors, a construction firm, is found just after the I-70 underpass on Downsville Pike to the south. The Trammel Crow-Downsville Pike Warehouse (Conair Distribution Center) was constructed at the southwestern corner of the I-70 interchange over the last three to five years.

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 approximately 5 historic sites located within a 0.5-mile radius of the proposed rezoning areas. A 6th historic site, the Anita Rice House (WA-I-692), was formerly located within the boundary of parcel 408 but was demolished in 2018 after many years of neglect. Below is a list of existing historic resources left within a 0.5-mile radius of the subject parcels.

- WA-I-691: “Eldridge Tenant House,” ca. 1900 vernacular, 2-story wood frame dwelling constructed as employee housing for adjoining Shafer Farm (.25 miles away).

- WA-I-264: "Shafer Farm," mid-19th agricultural complex encompassing five buildings including a 2-story brick farmhouse, two barns, smokehouse and stone springhouse associated with prominent early residents of Washington County (1/3 mile away).
- WA-I-388: "David's Friendship," 18th century, 2-story stone farmhouse associated with prominent early residents of Washington County (1/2 mile away).
- WA-I-389: "Thomas-Adams House," late 19th century 2-story brick farmhouse and wash house outbuilding associated with prominent early residents of Hagerstown (1/2 mile).
- WA-I-376: "Stockslager Farm," mid-19th century 2-story brick cased log house now converted to commercial through property adaptive reuse (1/2 mile).

4. 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.

Each of the properties is located in the sub-policy area Medium Density Residential. The 2040 Comprehensive Plan offers the following definition for this policy area:

> "*Medium Density Residential areas are primarily associated with existing developments that have a slightly higher average density than low density areas. Vacant lands classified as medium density residential are located near or between existing medium and high-density developments and where lands are either currently served or will be served with public water and/or sewer facilities in the near future. Proposed residential densities within these areas are recommended to achieve 6 to 8 units per acre and allow for residential uses that include single-family & two-family residences, triplexes, quadplexes, and townhouses. Zoning districts likely to be associated with these areas are Residential, Suburban and Residential, Urban."*[3]

5. "Change or Mistake" Rule

When rezonings are not part of a comprehensive rezoning by the governing body, individual map amendments (also known as piecemeal rezonings) are under an obligation

[3] 2040 Washington County, Maryland Comprehensive Plan, Page 14-22.

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 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 enough change has occurred within the neighborhood surrounding the property 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 there has been both a **substantial change in the character of the neighborhood** since last comprehensive rezoning in 2012 **and** a **mistake in the current zonin**g made at that same time. As noted in the prior section describing the "Change or Mistake" Rule, the Washington County's Zoning Ordinance requires specific criteria to be presented to the local legislative body in order to determine how the area subject to rezoning has evolved since the comprehensive rezoning.

The 2012 Comprehensive Rezoning in Washington County affected the Urban Growth Area 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.

A. Evidence for Substantial Change in the Character of the Neighborhood

The applicant asserts that there has been a substantial change in the character of the neighborhood since the time of the last comprehensive zoning plan. In order to demonstrate that a substantial change has occurred in the character of the neighborhood since the passage of the last Comprehensive Zoning Plan, the applicant must establish:

1. What area reasonably constitutes the "neighborhood" of the subject property;
2. The changes that have occurred in the neighborhood since the comprehensive zoning;
3. Proof that these changes resulted in a change in the character of the neighborhood.

Maryland case law has consistently established that these factors must be considered cumulatively, not individually, if the applicant is to demonstrate proof that a substantial change in the character of the neighborhood has occurred. Correspondingly, a substantial change in any one individual factor doesn't necessarily illustrate that substantial change has occurred in the neighborhood overall.

B. Neighborhood Definition

While the concept of a neighborhood is flexible according to its geographical context, as the applicant notes citing *Montgomery v. Board of County Commissioners for Prince George's County (1971)*, subsequent Maryland case law demonstrates that the neighborhood must be reasonable, not "unduly restrictive" and include the "immediate environs of the subject property."[5] The Applicant's Justification Statement presents their interpretation of the boundaries of the "neighborhood." This Exhibit displays an aerial photo utilizing a radius that extends no more than 1,000 feet from the site in any direction, centered around the Downsville Pike/Halfway Boulevard intersection. The area

[4] Washington County Ordinance No. ORD-2012-08
[5] Sedney v. Lloyd, 44 Md. App. 633, 410 A.2d 616 (1980)

encompasses both the residential and commercial uses within the "neighborhood." Geographic reference points offered in their Justification Statement include:

- *Stone Valley Drive to the North*
- *I-70 to the South*
- *The limits of Marty Snook Park to the West; and*
- *Venture Drive to the East*

The Justification Statement also includes the following (paraphrased) assertion:

"Because all but two of the neighboring properties are oriented away from the Property, it is somewhat difficult to define exactly what "neighborhood" the property is part of…, thus providing support that it is a Property more appropriately utilized for commercial rather than residential uses."[6]

The neighborhood defined by the applicant in the aerial photograph meets the test of including the "immediate environs of the subject property," as it appropriately encompasses the influence of the commercial and residential areas that are immediately adjacent.

The applicant's above italicized statement, which is accompanied by another photographic exhibit showing the direction which the nearby residential uses face, is highly subjective. It is unclear why the orientation of nearby houses should play any role in assigning neighborhood boundaries. Proximate residential uses do not need to directly face each other to belong to the same neighborhood, or for nearby residents to foster relations with one another.

C. Changes That Have Occurred in the Neighborhood

The applicant contends in their Justification Statement that a substantial change has occurred in the character of the neighborhood, both before and after the 2012 Comprehensive Rezoning of the UGA. As evidence, they offer:

1. "*Intensification of the commercial areas surrounding the Property, including development of the Sheetz convenience store directly opposite the Property in the SE corner of the intersection; and*

[6] Applicant's Justification Statement (page 16 of the application materials)

2. *Expansion and improvement of the Halfway Boulevard and Downsville Pike intersection and abutting roadways, both of which are classified as "Arterial" Roadways and as shown in the attached aerial photo exhibit consist of four travel lanes in the case of Halfway Boulevard and between 5-7 travel lanes with a solid median in the case of Downsville Pike."*[7]

i. Requirements for Considering the Effect Changes to the Neighborhood Before v. After 2012

A notable point concerning offering proof of "substantial changes in the character of the neighborhood" that is immediately brought up in the Applicant's Justification Statement is the length of time from which said changes should be judged from. The County's Zoning Ordinance clearly identifies the time period from which to judge neighborhood changes as "*subsequent to the most recent comprehensive rezoning.*[8]" As noted previously, the most recent comprehensive rezoning affecting the subject properties occurred in 2012. Therefore, the neighborhood changes which have occurred between 2012 and now is typically the time period that should be considered when evaluating the rezoning request.

The Applicant, however, cites case law which adds more detail to this standard. **Citing Bowman Group v. Moser (1996)**, he notes that changes "*should be considered in the aggregate, not in isolation*" and, citing **Buckel v. Board of County Commissioners of Frederick County (1989)** that "*changes occurring prior to the original zoning (or last comprehensive rezoning) may be considered in conjunction with other changes occurring after said zoning or rezoning."*[9]

The *Buckel* standard cited, however, omits a critical contextual requirement that was part of that court decision. *Buckel* found that "**Changes contemplated prior to the latest comprehensive zoning are usually <u>not</u> relevant in determining whether a substantial change has occurred to support rezoning of property. Changes in the character of the neighborhood prior to the adoption of the comprehensive zoning <u>may be considered only in conjunction with subsequent changes</u>**." [10]

In essence, <u>the *Buckel* standard demands a clear demonstration that there is a strong linkage between events which happened before the comprehensive rezoning, and the neighborhood changes which resulted afterward</u>. If this direct cause and effect relationship

[7] Ibid
[8] Washington County Zoning Ordinance, Article 27.1, P.310
[9] Applicant's Justification Statement (page 16 of the application materials)
[10] Guide to Maryland Zoning Decisions, 5th Edition, by Stanley Abrams referencing Maryland Court of Appeals Case Buckel v. Board of County Commissioners of Frederick County, 80 Md. App. 305, 562 A.2d 1297 (1989). P.1-27.

is not present, then changes happening to the neighborhood prior to the comprehensive rezoning should not be strongly considered in determining whether or not substantial change to the neighborhood has occurred.

Both the Bowman and Buckel case law standards are material in evaluating the merits of the Applicant's petition in this case. Indeed, it is critical that we consider both "the changes in aggregate, not isolation" and whether or not events which happened before the 2012 Comprehensive Rezoning of the Urban Growth Area materially affected neighborhood character after 2012. These tests will be expanded upon in the sections that follow.

ii. Intensification of Commercial Development in the Neighborhood

The first piece of evidence offered by the Applicant to demonstrate that a substantial change has occurred in the neighborhood since the 2012 Comprehensive Rezoning is the "*intensification of the commercial areas surrounding the Property, including development of the Sheetz convenience store directly opposite the Property in the SE corner of the intersectio*n…"

First, the contention that commercial uses have intensified in the area surrounding the rezoning site is immediately a debatable assertion. Within the "neighborhood" itself, as defined by the Applicant, the Sheetz opening in 2017 represents the only new commercial business that has opened in the immediate vicinity since 2012. Granted, it is a type of business that does generate enough traffic that it warranted a new traffic signal on Venture Drive. But the opening of a single gas station/convenience store is hardly evidence of strong trend towards more commercial development in the immediate area.

The only other notable development in the immediate vicinity of the site is the opening (in 2023) of the Trammel-Crow Warehouse/Conair Distribution Center on Downsville Pike at the I-70 interchange. This development lies outside of the "neighborhood," as defined by the applicant. So, it is immaterial in the discussion of whether or not there has been substantial change in the character of the neighborhood since 2012. The project does, however, share a common characteristic when it comes to the commercial development which has happened in the immediate vicinity of the rezoning site – it was long anticipated to occur as a result of long-range land use planning for the area.

Both the Sheetz and the Trammel Crow Warehouse parcels were built out under long-established zoning classifications whose origins lie within the Land Use Plan of the adopted Comprehensive Plan for Washington County. Both our Plan, and the assigned zoning classifications for these properties, projected them to support commercial or light industrial development going back at least as far as the 2002 Comprehensive Plan. As a

result, it is a mischaracterization to describe the long-anticipated commercial/light industrial development on either of these two parcels as being a substantial change to the character of the neighborhood these projects did not deviate from our projections in any substantive way.

A strong contrast to an area building-out according to long-established zoning is when piecemeal rezonings occur that invite new development to occur on individual parcels that is not in conformance with long-range land use plans. We can see a concrete example of that process immediately north of the subject properties along the Virginia Avenue corridor between Hagerstown and Williamsport. That corridor has seen many more piecemeal rezonings approved (including multiple since 2012) than has been the case along Downsville Pike in the vicinity of the Halfway Boulevard intersection (where there has been no approved piecemeal rezonings since 2000).

The contrast in neighborhood character of these development approaches (piecemeal v. long-term planning) can easily be seen when traveling down these corridors. Virginia Avenue between Hagerstown and Williamsport is now a patchwork of commercial and residential development throughout the corridor. The loss of a number of homes along the roadway over many years due to commercial development threatens to eventually change this portion of Virginia Avenue corridor into one long commercial strip.

The portion of Downsville Pike near the rezoning site has not seen a similar transition from residential to commercial. Commercial development has not occurred, to this point, in the immediate area to the north or west of the I-70 interchange. That quadrant has remained solidly residential for decades. Rezoning these properties to HI would, in fact, be a substantial change to this portion of the "neighborhood" to a degree that has not happened previously.

iii. Road Improvements in the Neighborhood Before and After 2012

The second piece of evidence offered by the applicant in favor of the argument that a substantial change in the character of the neighborhood has occurred relates to road improvements in and around the Halfway Boulevard/Downsville Pike intersection. As we shall see, these assertions immediately draw in the *Buckel* test which requires demonstration of cause and effect on neighborhood changes.

The aerial images below show the immediate area around the Halfway Boulevard/Downsville Pike intersection in 2005 and in 2023 (the most recent year available). The images demonstrate that the intersection configuration and number of travel lanes have remained the same since the interchange was built in 1999.

A review of the County's CIPs between FY 2012 and FY 2027 does not list any CIP projects that had, or will have, an effect on this intersection. As previously noted, no money is budgeted in the next five years for the installation of a roundabout at the intersection of Halfway Boulevard and Oak Valley Drive noted in the FY 2027 CIP, indicating that this intersection improvement is a long-term priority at the moment, not an immediate priority. Therefore, aside from the 2017 Venture Drive improvements affiliated with the Sheetz store which have modestly impacted the area, it is unclear what roadway improvements the Applicant is referring to which have dramatically affected the character of the neighborhood.

2005



2023



Since the vast majority of the roadway improvements cited as being catalysts to neighborhood change appear to have been completed long before the 2012 Comprehensive Rezoning, the *Buckel* test of showing a clear linkage between these pre-2012 improvements with the neighborhood impacts that resulted after 2012 comes into play.

To that end, we have already looked at traffic counts in the vicinity of the proposed rezoning site (see pages 6-7). Beyond state and local traffic counts, a traffic impact analysis was also conducted in February 2017 as a part of the development review process for the Sheetz gas station and convenience store near the site of this proposed rezoning. The study concluded that traffic volume has remained largely flat at the Downsville Pike/Halfway Blvd intersection in the time since the interchange was constructed in 1999.[11]

Thus, aside from a notable increase in traffic on Venture Drive after the Sheetz opened, no other state or local traffic counter in the vicinity shows a dramatic increase in traffic since 2012 as a result of previous road improvements. Traffic has remained essentially stable at the Downsville Pike/Halfway Boulevard intersection for the past twenty years.

Thus, when we put all the previously established facts together including:

- **Stable traffic counts**
- **No approved piecemeal rezonings in the vicinity since 2000**
- **Limited new commercial or industrial development in the vicinity, and that which has occurred conforms to long established land use planning**
- **Slow population growth in the Halfway Election District**

We are left with a picture of a stable neighborhood that has not changed dramatically since the 2012 Comprehensive Rezoning**.**

D. Evidence for Mistake in the Current Zoning

In addition to the claim that the neighborhood has changed substantially since 2012, the applicant also claims that the Board made a mistake in assigning the RS Zoning Classification at that time. 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;

[11] Traffic Impact Analysis (TIS-17-001) conducted February 13, 2017 by Street Traffic Studies, Ltd.

4. Events that have occurred since the current zoning; or
5. Ignoring facts in evidence at the time of zoning application.

The applicant claims that factors such as following were not fully considered by the Board in their 2012 decision. (Note, the text below is paraphrased while retaining all central elements of the applicant's argument in favor of a mistake):

1. *"When the property was last comprehensively rezoned in 2012, it was based at least in part on the presumption that the property … could be effectively utilized for the single-family, two-family or limited commercial/institutional permitted in the RS Zoning District."*

   However, the property's relatively small size, irregular shape and frontage on two arterial roadways present difficult challenges to its development and utilization, specifically gaining safe points of ingress/egress to Halfway Boulevard and/or Downsville Pike …."

   This challenge likely would be insurmountable if the proposed use were, for example, a single-family dwelling on each of the three parcels each of which would be entitled to an individual private driveway onto either Halfway Boulevard or Downsville Pike to gain access.

   These facts, as well as the reasonably foreseeable trend of intensifying traffic and commercial uses… were not taken into account by the County in 2012."[12]

A similar argument, framed slightly differently, is put forth earlier in the Applicant's Justification Statement:

> *1. Without the benefit of any internal or secondary roadways, the property will need to be accessed directly from Halfway Boulevard and/or Downsville Pike which, given the traffic volumes and speed of vehicular traffic on both roadways, presents a clear incompatibility and potential safety concern; and*
>
> *2. Given the need for future road and/or intersection improvements at this location, future residential use is impractical and not of a scale necessary to provide those improvements as part of the property's development.*[13]"

[12] Applicant's Justification Statement (page 17 of the application materials)
[13] Applicant's Justification Statement (page 15 of the application materials)

i. Site Specific Access Barriers to Residential and Commercial Development

A central linchpin of the Applicant's argument in favor of the Board making a mistake in 2012 to not assign a commercial zoning classification to the subject properties rests on their contention that a commercial development would be better able to address site access challenges than a residential development would. The logic of this argument is again, eminently debatable.

There is logic to portions of this argument, as certain types of development offer much greater financial viability to making major infrastructural upgrades than others. In simple terms, development often needs to be of a certain scale or profitability to possess the amount of financial resources needed to make costly upgrades to roads, water and sewer lines, stormwater management facilities, etc. A small-scale development often does not generate the profitability necessary to make such costly upgrades worth a developer's time and money unless they have substantial financial reserves elsewhere to draw from. So, in that sense, contrary to what many may assume, development can sometimes improve the condition of public infrastructure within a given area. Particularly, if developers are required to contribute to such upgrades as part of the project's approval, as is often the case in Maryland and Washington County.

However, while new development can indeed positively contribute to the improvement of public infrastructure at a given location in many cases, there are clearly sites where development of a certain scale or intensity can be inappropriate for the conditions of the site and the neighborhood. Intensive development has myriad effects on the surrounding area, including traffic generation, noise, lighting, additional burden on water and sewer lines, and many more. There are clear cases where development exacerbates these issues instead of solving them. Put simply, in some locations "more, is not always better."

The current conditions of both the site and the neighborhood point to significant downsides that could result from the introduction of an intensive commercial development to this location. Foremost among them is finding a way to safely provide access to the site from Downsville Pike and/or Halfway Boulevard. The challenges to accessing this site were introduced on pages 7 and 8 in comments provided by the Washington County Division of Public Works. To recap, their comments noted the following:

- *"The existing unsignalized entrance to Marty Snook Park on Halfway Boulevard is located approximately 500 feet from the adjacent intersection. A new commercial access point would be expected to generate substantially more traffic than the*

current residential zoning, increasing the potential for operational and safety concerns due to the close spacing of access points, particularly if left-turn movements are permitted.

- *Marty Snook Park is public property. If the proposed development anticipates sharing or connecting to the existing park entrance, this raises concerns regarding the use of public park property to provide access for a private commercial development and may be inconsistent with the intended public purpose of the park property."*

- *Public Works is currently advancing the Marty Snook Park Multimodal Trail and Parking Capital Improvement Project (CIP), which includes planned modifications to the park access road, traffic circulation, pedestrian facilities, and bicycle infrastructure. There are concerns regarding how any proposed commercial entrance(s) would be designed and constructed and the potential impacts on these planned improvements, including the ability of park users to safely access and connect to the surrounding residential neighborhoods."*[14]

The comments from Public Works focus on the potential conflicts and spillover effects of providing access to a new commercial development that might impact the existing access road into Marty Snook Park. That access road is only roughly 500' from the Halfway Boulevard/Downsville Pike intersection. A separate access road onto Halfway Boulevard from a new commercial development could not meet the minimum 500' distance between all new access points on minor arterial roads required by the Highway Standards set forth in the Transportation Element of the County's 2040 Comprehensive Plan.[15] Therefore, it's very possible that a new business would want to connect to the Park road to access the site. Thus, the significant level of concern expressed by Public Works.

If the commercial development instead looked for an entrance onto Downsville Pike, they face a similar dilemma because of both the location of the Park and Ride lot, and the Downsville Pike median. From the northern exit road of the Park and Ride lot to the Downsville Pike/Halfway Boulevard intersection is roughly another 500' linear distance. A new access between those points from the rezoning site would again violate the required access spacing of the County's Highway Standards.

Secondly, there is the barrier of the median on Downsville Pike running all the way from the I-70 interchange to the Downsville Pike/Halfway Boulevard intersection. This barrier prevents left turn movements into the site as it would be a safety hazard to turn into

[14] Washington County Division of Public Works Comment Letter dated July 17, 2026.
[15] Washington County 2040 Comprehensive Plan. Transportation Element. P.7-19.

the property across three lanes of traffic so close to a busy intersection. So, an entrance from the Downsville Pike side of the properties seems unattractive from a site planning standpoint as well.

How exactly a commercial development would solve the circulation dilemma is a good question, given the fact that the three parcels together are only a little over 2 acres in size. That modest acreage doesn't leave a lot of room for the creation of an internal network of roads as part of a project that would solve the issue in some way. Particularly, given all the other site planning requirements commercial developments have to meet besides road access, such as providing stormwater management, accommodating utilities, etc.

A residential development at this location would undoubtedly face similar challenges finding a safe access point onto Downsville Pike or Halfway Boulevard. When houses stood on these lots, however, they did have driveways providing access onto these roadways, making it at least theoretically possible they would be allowed an access onto the County or State roadways.

Even if the access issue was solved for the potential commercial development, there is a vast difference in the amount of traffic that would be generated from that type of land use, versus a single or two-family homes on these lots. It would not be a small number of individual property owners navigating these challenges as they carried out their daily routines. It would be potentially hundreds or thousands of vehicles per day spilling out onto these two busy roadways throughout the day, right at the intersection where traffic is busiest in the neighborhood. So, <u>while the commercial development might offer the economic advantage of being able to pay for necessary road improvements that would be generated by its impacts, it is hard to see how this new type of land use would make the intersection safer, produce fewer impacts to the neighborhood, and not conflict with the function of existing anchor land uses in the immediate vicinity such as the County Park or the Park and Ride lot</u>.

ii. Factors Affecting Continued Residential Usage of the Properties

The continued viability of a residential usage at the site is another point repeatedly brought up in the Applicant's Justification Statement as part of their contention that the Board made a mistake in assigning the RS zoning classification in 2012. They contend that:

1. "*The property is located immediately adjacent to the intersection of Halfway Boulevard and Downsville Pike, less than 1,000' from the travel*

lanes of Interstate 70 making single-family and two-family residential dwellings completely inappropriate;

Before delving into other factors influencing the viability of residential usage of these properties, it is important to be initially reminded that the subject parcels have a long history of residential usage. Residential use on parcel 408 goes back more than 100 years, for example. Residential usage of these properties continued for many years after the I-70 interchange was constructed, only ceasing completely within the last several years after the properties were purchased by the developer.

At the time of the 2012 Comprehensive Rezoning, all residences at the subject site were still occupied. So, absent a request by one of the property owners to change the zoning, there would have been a disincentive by the Board to change to a commercial zoning class. In the years since 2012, the tenants have either passed away and/or sold the property to developers and been left vacant of new owners or tenants. Maintenance of these properties had not been kept up for many years, and the result was their continual deterioration. Service requests for County inspectors responding to junk and weed complaints on all three properties are documented in the County's permitting system.

Accordingly, while the Applicant may contend that this deterioration was due to lack of buyer interest as a result of spillover effects from traffic on the adjacent roads, staff would contend that this is a clear case of demolition by neglect by multiple owners of these properties. By not keeping up with the maintenance of the existing structures, it removed almost any likelihood that the houses would be re-occupied by new owners or tenants. In the end, the inevitable result of this neglect was the demolition of all three of the houses which stood on these parcels, including a property on the Maryland Inventory of Historic Properties (the Anita Rice home on parcel 408 in 2018).

Aside from the neglect of these properties leading to inevitable demolition of the formerly existing homes, there is no evidence offered by the Applicant in the material submitted that they have actively pursued continued use of the properties for residential purposes under the current RS zoning. Indeed, **the current rezoning petition marks the third effort by this same developer to rezone the property from RS to HI since 2017 (see County rezoning files RZ-17-003 & RZ-19-003)**. With that much time, money and effort expended into obtaining a commercial zoning classification for the property, it is hard to imagine that there has been a parallel effort of comparable magnitude to market these properties for residential usage.

Much of the rhetoric in the Applicant's petition turns the request into a zero-sum proposition between either residential or commercial being pursued at the site. In reality, given all the challenges cited throughout this report that lay out what it would take to

successfully develop either residential or commercial at the site, the most reasonable use for the property may be neither. Under different circumstances, the area could be utilized as required forest mitigation for development projects the County undertakes in Marty Snook Park which would retain forest cover onsite in accordance with the County's Forest Conservation Ordinance. Another potential use could be the expansion of the Park and Ride lot. Neither of these uses would require changing the zoning. Obviously, under the current ownership, these alternative uses are unlikely to be pursued. They are offered merely to illustrate that residential and commercial are not the only types of land uses which are suitable for this location, given the notable challenges to its development. There are times when, given site specific constraints, the "highest and best use" of a property is not always the one which produces the largest economic return.

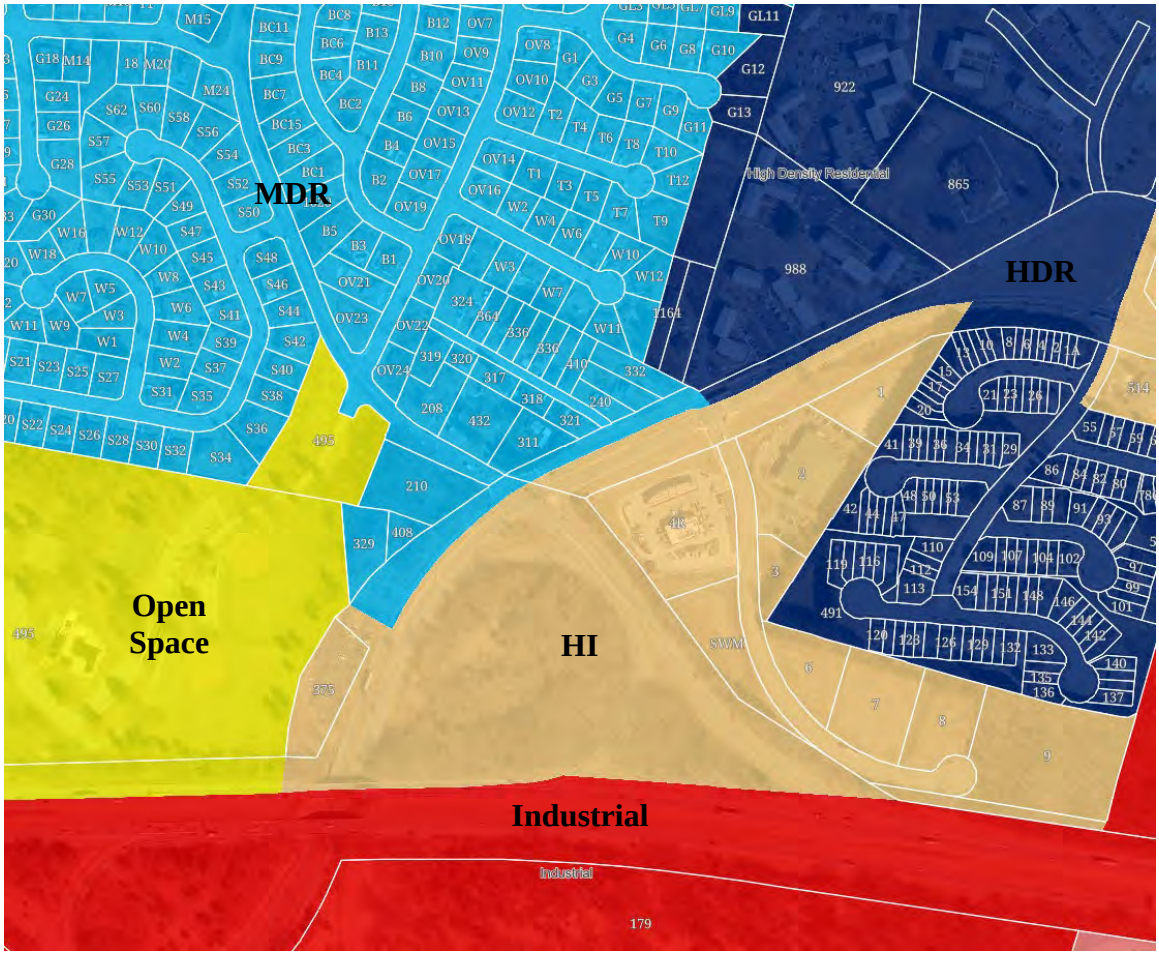
E. Relationship to 2040 Washington County Comprehensive Plan

In 2025 the Washington County Comprehensive Plan was updated, including the Land Use Plan. The Land Use Plan takes all of the policies, strategies and recommendations articulated in the other chapters of the Plan to form a blueprint of sorts for how the community should develop in the future.

To develop this guide for future land uses decisions, information such as population projections, growth trends, transportation and infrastructure data, and environmental factors was considered. The input of property owners, local officials, County staff and the general public was also solicited and considered in the assignment of policy areas to properties on the Land Use Plan.

In considering all of this information, County staff assigned these properties a Medium Density Residential land use policy classification. Many of the factors previously cited throughout this report factored into the decision made by staff to assign this classification. These factors include site access challenges, the close proximity of the property with Marty Snook Park and the Park and Ride lot and the predominance of residential uses on the west side of Downsville Pike above the I-70 interchange, among others. Accordingly, the requested HI zoning classification is not consistent with the recently adopted Land Use Plan. The subject parcels are shown in context with other land use policy classifications in the immediate area in Map 2 below.

Map 2: 2040 Comprehensive Plan Land Use Map



F. Other Staff Comments

Beyond the access and circulation concerns expressed by the Washington County Division of Public Works, they also brought up broader compatibility issues that further call into question how logical and appropriate a commercial land use would be at this location. Their additional comments are below:

1. *"The proposed Highway Interchange (HI) zoning permits a broad range of commercial uses, including businesses that may operate during the evening and nighttime. In contrast, Marty Snook Park is open only from dawn to dusk, and restricting pedestrian access into the park after hours is difficult. The County currently experiences recurring issues with after-hours vandalism, including graffiti, arson, and property damage.*

   Given the wide variety of uses permitted within the HI zoning district, there is significant uncertainty regarding the type of commercial development that may

ultimately occur and its compatibility with the adjacent public park. Public Works is concerned that certain commercial uses or extended hours of operation could increase nighttime activity, attract loitering, or otherwise contribute to undesirable behavior that could spill over into the park after it has closed, creating additional public safety, security, and maintenance concerns.

2. *The west side of Downsville Pike along Halfway Boulevard is characterized by single-family residential development and Marty Snook Park. The subject property is heavily wooded and is consistent with the character of the surrounding area, providing a natural buffer between the residential neighborhood and the existing commercial development located on the east side of the intersection.*

   Development under the proposed Highway Interchange (HI) zoning could substantially alter this transition area. Depending on the eventual commercial use, development may require significant tree clearing, introduce larger building footprints and impervious surfaces, increase noise and nighttime lighting, and result in more intensive activity immediately adjacent to Marty Snook Park. In addition, the property adjoins a tributary located within the park, raising concerns about the potential for increased stormwater runoff, litter and debris, and other environmental impacts associated with more intensive commercial development of which the impacts extend beyond the property boundaries. Such impacts could also result in increased maintenance responsibilities for the Washington County Department of Public Works."[16]

III. Recommendation:

The applicant claims that a mistake occurred in the designation of the existing RS zoning classification in 2012 and that there has been substantial change in the character of the neighborhood since the time of the last comprehensive zoning, thereby warranting their petition to rezone the property from RS to HI.

The burden of the applicant in a "Change" case is to illustrate three points:

1. Defining the boundaries of the neighborhood,
2. Demonstrating that substantial changes have occurred since the last Comprehensive Zoning Plan, and
3. Showing that those changes resulted in the altered character of the neighborhood.

[16] Washington County Division of Public Works Comment Letter dated July17, 2026.

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,
5. Ignored facts in evidence at the time of zoning application.

The preceding analysis has led staff to conclude that the applicant has not met the burdens in proving that a substantial change has occurred in the neighborhood since the 2012 UGA Rezoning. Limited commercial development has occurred in the immediate vicinity of the subject properties. The commercial development which has occurred conforms with long-established land use plans for the area. The lack of approved piecemeal rezonings in the immediate vicinity demanding new zoning classifications testify to this fact. To this point, no commercial development has taken place in the residential neighborhoods which lie immediately west of Downsville Pike and north of the I-70 interchange.

The traffic improvements cited by the applicant largely happened before 2012, and there has been no consistent increase in traffic volume according to traffic counts performed by the State, County and outside consulting agencies on multiple roads in the vicinity over the past twenty years. The only notable traffic improvement in the area since 2012 is the signal at Venture Drive created in tandem with the opening of the Sheetz in 2017. Aside from increased traffic on Venture Drive, evidence of widespread impacts elsewhere in the neighborhood from the Sheetz are not supported by available data. The population in the Halfway election district has also grown more slowly than the County as a whole.

Regarding the charge of mistake, the evidence offered by the Applicant which contends that a commercial development is necessary to make improvements to the site which would improve access and circulation onto Downsville Pike or Halfway Boulevard for safety purposes is unconvincing. Creating an intensive commercial development at a location which has limited access due to the close proximity of Marty Snook Park and a Park and Ride lot on each side is likely to exacerbate traffic and safety issues on Downsville Pike and Halfway Boulevard rather than solve them.

The request for an HI zoning classification is not consistent with the County's recently adopted Comprehensive Plan. The Land Use Plan within this document assigned these properties a Medium Density Residential land use policy classification. The close proximity of these properties to the neighboring Park and solidly residential areas west of

Downsville Pike and above I-70 were key among many important factors considered by staff when assigning this land use classification, which was adopted by the BOCC in 2025.

Consequently, staff's analysis has concluded that convincing proof has not been offered by the applicant demonstrating either a mistake in the current zoning, or a substantial change in the character of the neighborhood since the 2012 UGA Rezoning in their petition to rezone the property from RS to HI. Overall, the facts outlined in this report have not led to a conclusion that an intensive commercial development would be logical and appropriate for the proposed location.

Finally, please do be reminded that the HI Zoning District permits a very wide range of land uses, by right. Any of the principal permitted uses in the BL, BG, PB and ORT Zoning Districts would, at least theoretically, become legal to pursue under the new zoning at the site. Not all of these uses may be compatible with the surrounding neighborhood.

Respectfully Submitted,

Travis Allen
Senior Planner

Eckard, Debra S.

From: Anita Whitesides <goldengirls.aw@gmail.com>
Sent: Monday, August 31, 2026 12:08 PM
To: Planning Email
Subject: Downsville Pike Land, LLC Rezoning Case No. RZ-26-003

You don't often get email from goldengirls.aw@gmail.com. Learn why this is important

WARNING!! This message originated from an **External Source.** Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Any claims of being a County official or employee should be disregarded.

Dear Planning Commission,
Thank you for the opportunity to comment on this project!

I have been a resident of Oak Ridge Subdivision since 1989. I have seen so many changes to this area and Hagerstown in general. I was less than pleased when it was decided to add a crossing to Marty Snook Park, rather than a stop light. The traffic is horrible trying to get out of our development!!!

First of all, there is generally heavy traffic from Halfway Blvd and the Mall, and Virginia Ave., secondly, there is heavy traffic off of I70, right onto Downsville Pike and Halfway Blvd. Add to that the traffic to and from Marty Snook Park, not knowing for sure which way exiting vehicles are going to go, for and football, baseball, soccer games, etc. It is a total nightmare to exit safely from this deveopment!!! Thirdly, is all the traffic trying to get onto I70 from Halfway Blvd., the Mall, and Virginia Ave, especially when there are traffic issues from I70 or I81, which anymore is pretty common! Next there is the new development being built off of Halfway Blvd, which will further impact traffic and the ability to safely exit the vehicles making turns onto Halfway Blvd. My fourth concern is the safety of those vehicles making turns to and from Oak Ridge Drive, by Hub City Vinyard Church.

Fourth is the impact of increased traffic from all the newer warehouses going up on Downsville Pike, and Oak Ridge Drive, some of which we have not seen the impact yet.

Lastly, someone wants to build another Convenience Store/Gas Station on Downsville Pike! This will significantly impact vehicle traffic, and safety not too mention all the pedestrians and bicycles and school age children who now venture across the street to Sheetz where there are no sidewalks or bike lanes for them to go!!

Thank you for your time and please consider the seriousness and impact on traffic congestion and safety.

Thank you for the opportunity to speak out on this and voice my concern.

Sincerely,

Anita Whitesides, RN
Homeowner at: 17817 Greentree Terrace, Hagerstown, MD 21740

Eckard, Debra S.

From: Susan Thomas <sjkt1957@gmail.com>
Sent: Monday, August 31, 2026 10:37 AM
To: Planning Email
Subject: Halfway Blvd/Downsville Pike Intersection

You don't often get email from sjkt1957@gmail.com. Learn why this is important

WARNING!! This message originated from an **External Source.** Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Any claims of being a County official or employee should be disregarded.

To whom it may concern,

We live in the Oak Ridge neighborhood accessed from Halfway Boulevard. We had received the letter from you regarding notification of a proposed change of zoning at the intersection of Halfway Boulevard and Downsville Pike. We have great concerns about doing any construction on that corner, specifically, adding any additional business or industrial building that would directly impact the traffic pattern and number of vehicles. We already have great difficulty trying to turn left to get on to Halfway Boulevard almost any time of day. There is already quite a backup in the right lane on Halfway Boulevard to get to Downsville Pike to access Williamsport or route 70. We have the beautiful Marty Snook Park that would also be impacted by further construction in that area. We are already seeing a negative effect on Halfway Boulevard from the residential construction that has already begun. Our area of Halfway Boulevard and Downsville Pike cannot handle any additional traffic. Within the last year, we finally got a crosswalk to go from Oak Valley Drive over to Marty Snook Park. Unfortunately, most vehicles completely ignore the flashing lights and do not stop for people trying to cross. Halfway Boulevard has already become something akin to a speedway. You are literally taking your life into your own hands by trying to turn left from Halfway Boulevard onto Oak Valley Drive.

Therefore, we strongly feel that there should be no change in zoning to that particular corner of land.

Thank you for your time and attention to our concerns.

Mark and Sue Thomas
301 -992-9924
Greentree Terrace, Hagerstown, Maryland

Eckard, Debra S.

From: lori hubbell <lhubbell913@yahoo.com>
Sent: Sunday, August 30, 2026 3:14 PM
To: Planning Email
Subject: Rezoning case RZ-26-003

[You don't often get email from lhubbell913@yahoo.com. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

WARNING!! This message originated from an External Source. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.
Any claims of being a County official or employee should be disregarded.

To whom it may concern, In reference to the above mentioned rezoning request. Over the last 10 years that I have lived here in Oak Ridge Estates , on Greentree Lane, the congestion has continued to worsen. When you are trying to pull out of our development and turn left towards downsville pike, you may sit for up to 10 minutes to get out. If you turn right out towards Virginia ave, then you sit or have to gun it to get ahead of the speeders coming down thru the lights. In addition, The traffic backs up from the lights down past the park entrance. And now the owners of this property want to add to this congestion? It's totally uncalled for. Maybe the people on this board should try and live here for a period of time and go thru the frustrations we as residents experience. Halfway blvd in itself is nothing but a raceway and when you are coming from Virginia ave down halfway blvd and you want to turn left into our development, the traffic is coming straight at you over the lines! There is absolutely No room for another congested mess at this intersection.Please, for all of us residents in Oak Ridge and the Woodmore developments, please do not approve this rezoning. Thank you for your consideration , Lori and David Hubbell. 17810 Greentree Lane Hagerstown Md
Sent from my iPhone

Eckard, Debra S.

From: Lisa Newlin <lisamathews17@gmail.com>
Sent: Sunday, August 30, 2026 10:10 PM
To: Planning Email
Subject: Objection to Rezoning case RZ-26-003

You don't often get email from lisamathews17@gmail.com. Learn why this is important

WARNING!! This message originated from an **External Source.** Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Any claims of being a County official or employee should be disregarded.

August 30, 2026

The Washington County Planning Commission

Formal Opposition to Rezoning Case No. RZ-26-003 – RS to HI

Dear Members of the Planning Commission,

If possible, I would like my name and address to be redacted from any records and remain anonymous. That being said, I am writing to formally oppose the requested rezoning of the property located at Northwest corner of Halfway Boulevard/Downsville Pike Intersection, Tax Map 57, Parcels 408, 329, 210 from Residential Suburban (RS) to Heavy Industrial (HI). As a nearby resident living with a backyard on Halfway Blvd, this zoning change directly impacts my property, safety, and quality of life.

Placing a Heavy Industrial zone immediately adjacent to an established Residential Suburban neighborhood creates severe and incompatible land-use conflicts. My opposition is based on the following specific concerns:

- **Incompatible Land Use:** Heavy Industrial uses (manufacturing, intensive processing, large-scale warehousing) directly conflict with the quiet, low-density character of an RS zone. Even if the applicants currently choose to build an ice cream shop on that corner, a change from RS to HI would then allow for future purchasers to build even less desirable establishments directly next to Marty Snook Park and near our home.
- **Traffic and Safety:** HI zoning will introduce more heavy commercial truck traffic to roads designed for passenger vehicles, creating severe safety hazards for local families and degrading neighborhood infrastructure. Halfway Blvd already has more cars and tractor trailers since local fields have been turned into warehouses and more homes are set to be built along Halfway Blvd where there use to be forest. The exit to Marty Snook Park and this neighborhood onto Halfway Blvd has become increasingly dangerous with additional speeding vehicles and large trucks slow to break when descending the hill from Downsville Pike. Even with a pedestrian crosswalk, it is no longer safe to cross from our neighborhood to walk to Marty Snook Park. I also have concerns about the safety of the children in this neighborhood as the buses travel to the Downsville Pike Elementary School and past the proposed parcels if the 2.09 acres are rezoned from RS to HI.

- **Environmental and Noise Pollution:** The transition from RS to HI will introduce significant noise, light pollution, vibrations, and potential air or water quality risks that cannot be properly mitigated next to homes and Marty Snook Park. There is already a fair amount of noise pollution in the park, but destruction of the vegetation on those parcels would further increase the noise and lessen the current sound buffer of vegetation. This neighborhood has endured constant sounds of construction for years already. Pumping station within neighborhood, Sheetze construction, current construction of neighborhood on Halfway Blvd. As more trees are demolished and more land paved and more semi trucks drive down Halfway even the air we breathe in our neighborhood and park is more polluted.
- **Comprehensive Plan Alignment:** This rezoning contradicts the county's long-term comprehensive plan, which aims to protect the integrity of existing residential communities from intensive industrial encroachment. Much more of Halfway has already been bulldozed for warehouses making it a much less desirable location for those of us that choose an area originally surrounded by beautiful sunflower fields and green space.

For these reasons, I respectfully request that the Planning Commission protect our community and recommend **denial** of this rezoning application.

Thank you for your time, consideration, and service to our community.

Sincerely,

Lisa Newlin

10902 Bayberry Ct

Eckard, Debra S.

From: Email Service <alinenovak@outlook.com>
Sent: Monday, August 31, 2026 9:05 AM
To: Planning Email
Subject: RZ-26-003 Downsville Pike and Halfway Blvd corner property

[You don't often get email from alinenovak@outlook.com. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

WARNING!! This message originated from an External Source. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.
Any claims of being a County official or employee should be disregarded.

Dear Director Sabetto,

The area of rezoning case No. RX-26-003 is near my home. Recently I sent a letter strongly opposing this zoning change from residential suburban to highway interchange. It has come to my attention that the property is on or along James Run. I am requesting that this property be considered for a review for inland wetland status. If the property has not been delineated for inland wetland then it should be because inland wetlands are protected by state and federal laws. A review of the hydrology, hydric soils and vegetation should be conducted. The recent rains are showing the property is possibly within a wetland area.
Again I am asking that this property NOT be rezoned from RS to HI. I suggest it becomes part of the Marty Snook Park especially if it is in an inland wetland.
Thank you for your attention to this important issue.

Sincerely,
Aline Novak
17725 Stone Valley Drive
Hagerstown, MD 21740

Eckard, Debra S.

From: A Shifler <shaysmommy718@gmail.com>
Sent: Monday, August 31, 2026 10:49 AM
To: Planning Email
Subject: Rezoning halfway blvd and downsville pike

You don't often get email from shaysmommy718@gmail.com. Learn why this is important

WARNING!! This message originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Any claims of being a County official or employee should be disregarded.

Subject: Objection to Proposed Rezoning of property at intersection of Downsville Pike and Halfway Hagerstown

Dear Members of the Zoning Board/Planning Commission,

I am writing to respectfully oppose the proposed rezoning of the residential property next to the Marty Snook park for a highway interchange or highway-related development.
One of the basis of the rezoning is the traffic from the main roads causing issues with a driveway. There are already existing driveways directly across from the property in question along Halfway. Yes, it is congested and difficult at rush hour to get out of the developments and homes along these main roads. Rezoning and adding a potential business would not change the hazard. The danger still exists and isn't a valid reason to rezone.

This area is already experiencing significant traffic and safety concerns. There is an existing gas station nearby, along with two developments that have already increased the amount of traffic in the area with another being built. The current traffic pattern is already difficult and, at times, unsafe for residents, pedestrians, bicyclists, and families using the nearby park.

Adding a highway interchange to this location would create even greater traffic volumes and congestion. It would increase the number of vehicles entering and exiting the area and could create additional turning movements and conflicts at intersections that are already under pressure. This is particularly concerning because the proposed location is immediately next to a public park, where children and families should be able to safely walk, bike, and enjoy the community.

The surrounding residential neighborhood was designed and established as a residential area. Changing this property from residential use to a highway interchange would fundamentally change the character of the neighborhood and could negatively affect residents' quality of life, property values, noise levels, and overall safety. There are many residential home that would be impacted if rezoned by lower property value.

Before approving any rezoning, I strongly urge the Board to require a comprehensive traffic and safety study that considers the existing gas station, the two existing developments, current traffic conditions, pedestrian and bicycle activity, emergency access, and the impact on the nearby park and residential streets.

I respectfully ask that you deny the proposed rezoning and protect this residential area and the adjacent park from additional traffic and unsafe development.

Our community needs thoughtful growth that improves safety rather than adding more traffic to an area that is already struggling with congestion and dangerous traffic patterns.

Thank you for your consideration and for taking the concerns of residents seriously.

Sincerely,
Amanda Shifler Home owner 10801 Oak valley

Eckard, Debra S.

From: STEVE MCABEE <machonda@aol.com>
Sent: Thursday, August 27, 2026 1:57 PM
To: Planning Email
Subject: Rezoning Case No R2-26-003

[You don't often get email from machonda@aol.com. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

WARNING!! This message originated from an External Source. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.
Any claims of being a County official or employee should be disregarded.

My name is Steve McAbee and my family and I have been residents of 10835 Brentwood Terrace for approximately 30 years. I am very much opposed to the proposed rezoning of the Northeast corner of Highway Blvd./Downsville Pike Intersection from Residential Suburban to Highway Interchange.

This proposed rezoning would be very detrimental to the quality of life of the residents of Oak Ridge and the surrounding areas. This rezoning has been proposed several times in the past and has been wisely denied by Planning and Zoning.

Traffic in the areas has increased exponentially over the last 30 years and with the addition of the housing development on Halfway Blvd., this rezoning would be catastrophic.

Any possibly development of this property would be highly inappropriate and unnecessary.

Thank you for giving me the opportunity to commit on this matter.

Sincerely,

Steve McAbee and family

Eckard, Debra S.

From: Lorna Bock <lorna.bock@gmail.com>
Sent: Thursday, August 27, 2026 2:16 PM
To: Planning Email
Subject: Redistricting RZ-26-003

[You don't often get email from lorna.bock@gmail.com. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

WARNING!! This message originated from an External Source. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.
Any claims of being a County official or employee should be disregarded.

Back in 2019 we gathered up a petition from the members of Oak Ridge, Woodmoor and the surrounding area protesting the rezoning of the 2 acres at the corner of Downsville Pike and Halfway Boulevard. The residents won in our fight because one member, after actually visiting the site, came to the determination that the business would only be able to be "right in and right out" off of Halfway Boulevard and exits onto Downsville Pike causing traffic to have to U turn in front of Callas Contractors to head north again which is clearly unsafe. Understanding this, the committee then voted the motion down.

My question for the committee is "what has changed"? My answer: nothing.

Also, in the years since, traffic has only increased. Specifically the truck traffic is horrendous. We need a no turn on red heading south turning onto Halfway Boulevard. We cannot even get out of Oak Ridge during some points in the day. Also, the crosswalk at the park is unsafe and useless. There is no way that a tractor trailer can stop that quickly given the speed they come off of the exit.

Please deny this request for rezoning as you did in 2019.

Thank you.

Lorna Crist Powell (fka Lorna Bock)
Sent from my iPhone

Eckard, Debra S.

From: Kim Small <k.small0377@gmail.com>
Sent: Thursday, August 27, 2026 9:48 AM
To: Planning Email
Subject: Rezoning Case No. RZ-26-003

You don't often get email from k.small0377@gmail.com. Learn why this is important

WARNING!! This message originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Any claims of being a County official or employee should be disregarded.

I am opposing the rezoning on the corner of Halfway Blvd & Downsville Pike. There is already too much traffic on both roads & intersection. I live in Oak Ridge on Woodvale Court. It is bad enough trying to get out of our development as it is with the current traffic congestion without adding more. More traffic means more accidents. This parcel of land needs to remain residential.

Kim Small
Woodvale Ct resident

Eckard, Debra S.

From: neil becker <neilbecker@hotmail.com>
Sent: Tuesday, August 25, 2026 10:04 PM
To: Planning Email
Subject: RZ-26-002 Downsville Pike Land, LLC

You don't often get email from neilbecker@hotmail.com. Learn why this is important

WARNING!! This message originated from an **External Source.** Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Any claims of being a County official or employee should be disregarded.

To the members of the planning commission and staff,

Being that this is my third opportunity to speak against the rezoning from Residential Suburban to Highway Interchange, I will attempt to keep my opposition comments brief.

1. The neighborhood has not changed with the exception of the developer tearing down three homes at his choice. He allowed the properties, including a historic property, to fall into disrepair. He chose to ignore maintenance. He chose to raze them in hopes that he could argue that the land is a prime location for a restaurant, gas station, or other light industrial use.
2. The county has not made mistakes regarding the zoning and comprehensive plans. It was zoned residential because it is a convenient location for homes. Commuters would have convenient access to interstates and great schools for their children's education. A mile from the location will be a development of 70+ homes, on ground that was appropriately zoned for such development. Clearly, the neighborhood is residential.
3. Traffic will not be alleviated or improved by adding a commercial property with HI zoning. That is a false narrative in an attempt to gloss over his demolition of the homes that were on the property. The developer argued that the current traffic pattern makes residential development inappropriate and unsafe. So how could increased commercial development on the same acreage improve traffic and safety for motorists and pedestrians?
4. Commercial development in an HI zone would be harmful to Marty Snook Park and the neighborhoods of Woodmoor, Friendship Park, and Oak Ridge. As staff included in their report, HI zoning would be detrimental to the park and James Run, which borders the properties.

In closing, reject the applicant's third attempt to rezone the properties to HI. The developer purchased the properties with full knowledge that they were zoned RS. He chose to gamble in hopes to cash in on HI development and ignored the opportunity to maintain the homes, remodel the homes, or put new homes on the acreage. Homes in the area are selling for $300,000 to $400,000. Rental properties bring between $1500-$2500 a month. The developer has opportunities to invest residentially. Please focus on Mr. Allen's staff report, which outlines a variety of reasons for the applicant's request to be denied.

Vote no and preserve the RS zoning and preserve the integrity of the neighborhood and park.

Below my signature you will find comments submitted during the developer's previous rezoning attempt.

Respectfully,
Neil Becker
10811 Wyncote Drive
Hagerstown, MD 21740

From: neil becker
Sent: Tuesday, September 10, 2019 1:29 PM
To: sgoodric@washco-md.net <sgoodric@washco-md.net>; rwagner@washco-md.net <rwagner@washco-md.net>
Subject: Planning and Zoning Comments

Mr. Goodrich and Commissioner Wagner,
Good afternoon. Please share this message and attachments with the planning commission members.

First, I am passionate about this topic because it has been on and off the radar for over two years. My comments may have been emotional, but they are based in the facts presented by Travis Allen, County Planner. Please don't mistake my passion for anger. I am not angry at county staff or at the planning commission. I am frustrated that the zoning appeal continues to appear due to the legal wrangling of Mr. Smith and Mr. Fitzgerald. They have let the properties fall into utter disrepair to add to their argument that no one wants to live there. If my property looked like theirs, I would have received countless citations for code violations and the county would have cleared the property at my expense. The applicants don't care about the homes or the neighborhood; they are investors hoping to reap a huge pay day.

Second, attached are my comments from last night and links to H-M articles that cover the previous commissioners' decision(s). I brought the contribution to Mr. Cline's attention, but he never responded to my inquiry personally. It is important to enter these articles and points into the record since Mr. Smith specifically stated that the application was withdrawn in hopes that a new set of commissioners would look favorably on his application. Adding to Marty Snook Park was brought up by Mr. Smith, but that is never mentioned in Mr. Allen's report. I did not mention it last night. And the commissioners did not vote down the rezoning with arguments for more park land. It was voted down because the applicant did not prove his case, which can be verified by pulling the public record.

H-M Ethics Article: https://www.heraldmailmedia.com/news/local/halfway-rezoning-case-postponed-again-so-cline-can-seek-ethics/article_21148db0-2f5d-5765-b722-cad7736ac871.html

H-M article clarifying the Park topic: https://www.heraldmailmedia.com/instant/lack-of-majority-delays-downsville-pike-rezoning-case/article_d2c4d51a-48e6-11e8-8009-6383afad7431.html

H-M Article voting down the rezoning: https://www.heraldmailmedia.com/instant/majority-of-commissioners-oppose-rezoning-request-near-snook-park/article_4b001ae0-58c7-11e8-913f-2bc23e229499.html

Downsville Pike is the boundary between HI and RS. It's that simple. When Sheetz was proposed, I did not write or speak in opposition. I did write to express my concerns regarding pedestrian and driver safety. Sheetz proceeded appropriately within the zoning and the laws, and the new light and entrance/exit on Venture Drive is working safely. While traffic does stack up periodically, especially with school bus stops at the apartment entrance, the traffic signals keep traffic moving appropriately. Approving the HI application for the Downsville properties will directly impact traffic flow on both Downsville Pike and Halfway Boulevard without the luxury of additional traffic signals and acceleration and deceleration lanes.

Again, I respectfully request that the details of the staff report and analysis guide your decision. Additionally, I request that you listen to the residents of the affected neighborhoods. The land is zoned RS because that fits the neighborhood. The developers invested in the properties in hopes that they could flip them for a profit. No ice cream parlor is going to land on that site. Whoever is working with Mr. Smith and Mr. Fitzgerald has hopes of a much larger return via a 24-hour convenience store, a fast food restaurant, liquor store, or other high traffic businesses that will not improve the neighborhood or Marty Snook Park. If you approve the rezoning, they will seek several variances for setbacks, access, egress, and environmental impacts. Sidewalks will not go all the way to the Woodmore entrances at Stone Valley Drive and Meadowood Drive. The current entrance to Marty Snook Park will be even more dangerous, and the unsafe u-turns on Halfway Blvd and Downville Pike will increase. Following the many variances, in future years, improving increasingly unsafe location will fall upon the county and the state, which really means every taxpayer, not developers.

Thank you for hearing me out, again. Please review the attached documents and included links.
Neil

Eckard, Debra S.

From: s1924@myactv.net
Sent: Tuesday, August 25, 2026 4:47 PM
To: Planning Email
Subject: Rezoning Case No. RZ-26-00~~8~~ 4

You don't often get email from s1924@myactv.net. Learn why this is important

WARNING!! This message originated from an **External Source.** Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.
Any claims of being a County official or employee should be disregarded.

Reference your notice of the above noted Rezoning of the property at the Northwest corner of Halfway Blvd./Downsville Pike Intersection, please accept this email in opposition to the rezoning request.

My husband and I have been residents of the Oak Ridge Estate Development for 47 years and in that period this is the third time that a request to rezone that particular property has been proposed, each time rejected by your members. Thank you! Halfway Boulevard and Downsville Pike has seen tremendous growth in the past 10-20 years with the Boulevard that used to have room for error turned into a 4 lane highway with multiple tractor trailers traversing the space daily. The Boulevard from Downsville Pike to Virginia Avenue is a virtual raceway. Drivers come off I70 at 50+ miles an hour, motorcycles speed through the area at night and all the while our children have a beautiful park and swimming pool that they have to be driven too. No chance can you safely get across the street from Oak Valley Drive to Marty Snook Park. I personally championed crossing lights for five (5) years before they were finally installed and NO ONE and I mean NO ONE stops when they are lite! If one lane does miraculously stop the other lane does not. Basically, if you want to go to the Park you wait until absolutely nothing is coming in either direction and then run across the street.

Over the years, a Sheetz has been added to Downsville Pike at that intersection, the Board of Education moved into the previous Potomac Edison Building and a new Conair Factory was built and now a new elementary school will be added shortly. Guess where all those people go when work/school lets out – you got it – Downsville Pike to Halfway Blvd.

Also, construction is currently underway to add 72 townhomes on Halfway Blvd. at the former Zentmyer Farm. There is not one traffic light from Virginia Avenue to Downsville Pike – thus, a racetrack. Don't you think this area has been developed enough? Please consider the impact another business will have on an already congested area. I ask you to please consider the residents of the area this time and not the dollars it may bring to the County.

Christine Shives
10815 Brentwood Terrace
Hagerstown, MD 21740

301-791-1675
S1924@myactv.net

Eckard, Debra S.

From: Email Service <alinenovak@outlook.com>
Sent: Saturday, August 22, 2026 1:47 PM
To: Planning Email
Subject: Rezoning case No. RZ-26-003 4

[You don't often get email from alinenovak@outlook.com. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

WARNING!! This message originated from an External Source. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.
Any claims of being a County official or employee should be disregarded.

Dear Director Sabetto,
The area of this case is near my home in Halfway. I am strongly opposing this zoning change from residential suburban to Highway Interchange. The location at the NW corner of Halfway Blvd/Downsville Pike is currently a very busy area with commercial, residential and a beautiful Marty Snook Park entrance. The addition of another commercial business would only add more traffic congestion and public safety hazards. The area lacks shoulders and sidewalks and adding more traffic increases the danger to the traveling and walking public as well as park goers.
A new housing development is being built two blocks away, along Halfway Blvd and this is going to add more traffic to an already crowded and busy road. Now this developer wants to add more driveways to a road that has little access points and an abundance of traffic and pedestrians. I don't think that's a good situation.
If anything this property should go to green space and should be added to the Marty Snook Park property. This park is utilized by many people and teams. Let's save a little more green space instead of putting in more asphalt.
In conclusion, my husband and I strongly oppose the zoning change from RS to HI for rezoning case No. RZ-26-003; NW corner of Halfway Blvd/Downsville Pike intersection.
Sincerely,
Aline Novak
William Davies
17724 Stone Valley Drive
Hagerstown, MD 21740

Eckard, Debra S.

From: RANDALL SPRECHER <r.sprecher@myactv.net>
Sent: Monday, August 24, 2026 11:17 AM
To: Planning Email
Subject: Downsville Pike /Halfway Blvd rezoning

You don't often get email from r.sprecher@myactv.net. Learn why this is important

WARNING!! This message originated from an **External Source.** Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Any claims of being a County official or employee should be disregarded.

We are against the rezoning of the Downsville Pike /Halfway Blvd parcels. All of the development in this area has made excessive traffic . At times of the day it is impossible to make a left hand turn out of Stone Valler drive onto Halfway Blvd now. Additional commercial development will further compliate this issue. People trying to cross Halfway Blvd into Marty Snook park take their lives in their hands. Excessive speed by drivers in this area has caused several accidents. In one accident the drivers vehicle went over the curb and into the backyard of a resident on Stone Valley Circle. Thank goodness their child was not playing in the backyard at the time of the accident. Construction of the numerous warehouses in this area has increased semi traffic as well. Please deny this zoning change for the good of residents living in this area.

Sincerely,
Tajah Sprecher
Randall Sprechet

Eckard, Debra S.

From: Julie <jsb2171970@gmail.com>
Sent: Monday, August 24, 2026 8:49 PM
To: Planning Email
Subject: Halfway Blvd/Downsville Pike

You don't often get email from jsb2171970@gmail.com. Learn why this is important

WARNING!! This message originated from an **External Source.** Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Any claims of being a County official or employee should be disregarded.

Hello. I am writing in opposition to the requested change in zoning of the Northwest corner of Halfway Blvd/Downsville Pike intersection from RS-Residential to HI- Highway Interchange.

A change in zoning would allow development on the property which would cause unsafe traffic conditions and unsafe pedestrian traffic. The proximity to Marty Snook Park is particularly concerning. Entering and exiting the park by vehicle is already challenging, and doing so by bike or on foot is even more so. Adding additiinal traffic trying to enter a business at that location in addition to traffic coming off of Interstate 70 would create unsafe conditions in the park area.

Also, the current owner of the property in question has torn down the homes that were on the property and then not properly maintained the property. Directly across the street on Halfway Boulevard are two homes with driveways onto Halfway Boulevard, and those properties are well maintained in keeping with the surrounding neighborhoods. The only reason the property at the intersection is not currently conducive to homes is because of the lack of proper care and maintenance of these properties. The property at the intersection of Halfway Boulvard and the Downsville Pike should remain residential, or be incorporated into the park.

Thank you for considering these concerns.

Sincerely,
Julie Becker,
Homeowner in Woodmoor

PUBLIC COMMENTS RECEIVED AFTER THE PLANNING COMMISSION PUBLIC INPUT MEETING ON AUGUST 31, 2026

Eckard, Debra S.

From: neil becker <neilbecker@hotmail.com>
Sent: Monday, August 31, 2026 7:30 PM
To: Planning Email
Subject: Zoning Downsville Pike LLC follow up

You don't often get email from neilbecker@hotmail.com. Learn why this is important

WARNING!! This message originated from an **External Source.** Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Any claims of being a County official or employee should be disregarded.

To the planning commission:
Regarding "a burger joint" for park visitors:
1. The pool has a concession stand.
2. The football field has a concession stand, and the fields are not close to the property in question.
3. The softball fields, which are closest to the property, had a concession stand that the county now uses for storage. I do not know why it is no longer in use, but as a member of the senior league that uses the fields four nights a week, the stand is not open and usable for concessions.
4. Due to the intermittent stream, walking to the location is challenging and would require significant and costly modifications on the part of both the county and the developer.

Directing families and fans in attendance to the "burger joint" would divert revenue from the organizations/vendors that benefit from patrons at the concession stands. That is not in the best interest of the leagues that benefit from concessions revenue.

Respectfully,
Neil Becker
10811 Wyncote Drive
Hagerstown, MD 21740

WASHINGTON COUNTY PLANNING COMMISSION
REZONING PUBLIC INPUT AND REGULAR MEETING
August 31, 2026

The Washington County Planning Commission held a rezoning public input meeting and its regular monthly meeting on Monday, August 31, 2026 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 Vice-Chairman called the meeting to order at 6:00 p.m.

Planning Commission members present were: Jay Miller, Vice-Chairman, Laura Lane-Unsworth, BJ Goetz, Terrie Shank, Doug Wright, Jr. and Ex-officio County Commissioner Randy Wagner. Staff members present were: Washington County Department of Planning & Zoning: Alyssa Sabetto, Director; Jennifer Kinzer, Deputy Director; Travis Allen, Senior Planner; Misty Wagner-Grillo, Planner; and Debra Eckard, Office Manager.

REZONING PUBLIC INPUT MEETING

Staff Presentation

Mr. Allen presented a rezoning map amendment application for 2.09 acres of property at the northwest corner of the Halfway Boulevard and Downsville Pike intersection from RS (Residential Suburban) to HI (Highway Interchange). This application applies to three properties which are currently undeveloped. Each property previously included a residential dwelling, all of which have been demolished after many years of neglect. The properties are adjacent to Marty Snook Park (the "Park"), a variety of residential neighborhoods, a Park & Ride lot, a Sheetz store, and the I-70 interchange. The property gently slopes toward the Park where it meets an intermittent stream (James Run) at the border of the Park.

Mr. Allen reviewed the criteria to be considered by the local governing body in a piecemeal rezoning application. All criteria have been vetted within the Staff Report and Analysis; however, Mr. Allen gave a brief overview of several of these criteria.

- Population Change: Over the past 30 years, the Halfway Election District has grown more slowly than the County as a whole.
- Present and Future Transportation Patterns: The State Highway Administration (SHA) supplied traffic counts using a counter located north of the intersection on Downsville Pike. Between 1990 and 2024, traffic has remained stable (oscillating between 12,000 and 13,000 vehicles/year) at this intersection, particularly within the last 20 years.
  Major traffic improvements were made in 2017 during the development of the Sheetz store across Downsville Pike. A traffic signal was added on Venture Drive, restriped to three lanes, and synchronized with other signals in the area. A crosswalk was recently added from Oak Valley Drive to Marty Snook Park.
- Access to Site: The former residences had individual driveways onto Downsville Pike. Access to these properties would need to be reassessed for any development on the site. Downsville Pike has an extensive median running above the Halfway Boulevard intersection. If travelling eastbound on Halfway Boulevard, there are dual turn lanes for turning north on Downsville Pike. The access roads for Marty Snook Park and the Park & Ride closely abut this property.
- Compatibility with Existing and Proposed Development: The quadrants north and west of the interchange are zoned for residential development; the quadrants southwest and east of the interchange are zoned HI with some residential (multi-family) development; and the quadrant to the southeast is zoned ORI (Office, Research & Industry).
- Relationship to the Comprehensive Plan: In the 2040 Comprehensive Plan's Land Use Plan, adopted in 2025 by the Board of County Commissioners (BOCC), these three properties were designated for medium-density residential use.
- Change or Mistake: The applicant is claiming there has been a change in the character of the neighborhood since the last comprehensive rezoning adopted in 2012 and that a mistake was made in the zoning of these properties at that time. The applicant claims there has been a change in the character of the neighborhood and cited the intensification of commercial uses surrounding the property and road improvements made in the immediate vicinity. Staff noted that the only commercial development since 2012 has been the addition of the Sheetz store in 2017. There has been no piecemeal rezonings in the vicinity since 2000. Mr. Allen explained there have been no substantial road changes or improvements to the intersection since the road was built in 1999. He noted that the most significant increase in traffic has been on Venture Drive since the Sheetz store

was built; no significant changes in traffic counts have been seen on Downsville Pike as previously stated.

Mr. Allen explained the criteria needed to prove there was a mistake in the zoning in 2012. The applicant claims that the local legislative body failed to consider the properties' relatively small size, irregular shape, frontage on two arterial roadways presenting challenges to the development and utilization as a residential property, specifically gaining safe access onto Halfway Boulevard or Downsville Pike. The applicant does not believe new residential development would solve this issue. Mr. Allen confirmed that access to the site, whether residential or commercial, will be a challenge. Within the transportation element of the adopted Comprehensive Plan, highway standards are set forth which establish distance requirements between new access points (500-feet). When measured from the intersection to the Marty Snook Park access road or to the Park & Ride entrance road on Downsville Pike, both are less than 500-feet. The median on Downsville Pike above and below the intersection make it difficult to turn into the site. If travelling westbound on Halfway Boulevard, you would need to turn across three lanes of traffic.

Mr. Allen noted that even if the access issue is resolved, the amount of traffic from a commercial use would be significantly higher than a residential use on the property. While commercial development would be more readily able to pay for intersection related improvements to address some of these issues, it does not seem that a commercial land use would make the intersection safer, produce fewer impacts to the neighborhood, and would not conflict with the function of the existing land uses in the immediate vicinity.

In conclusion, staff does not recommend approval of the rezoning request because it is not consistent with the 2040 Comprehensive Plan's Land Use Plan, adopted by the BOCC in 2025. Mr. Allen recommends that Planning Commission members should read the comment letter submitted by the Director of Public Works. To date, 14 written comments from the public have been received by the department in opposition to the request.

Applicant's Presentation

Mr. Jason Divelbiss, PO Box 202, Greencastle, PA, represents the property owner and applicant, Downsville Pike Land, LLC. He noted that the subject site is located at the base of the westbound ramp of Interstate 70, within the Urban Growth Area boundary, is served by public water and sewer and is clearly in an area that is suited for development. The question is 'what is the most suitable use for the site (residential or commercial)'. Mr. Divelbiss gave a brief overview of two previous applications submitted to rezone the subject parcels in 2017 and 2019; neither of which were decided upon by the BOCC. He stated that the purpose of the RS zoning district is to provide appropriate locations for single and two-family dwellings on moderately sized lots; the purpose of the HI zoning district is to provide suitable locations for commercial activities or light industrial land uses that serve highway travelers providing goods and services to a regional population. It is the applicant's opinion that the HI zoning district, by definition, is the more appropriate land use for this property.

Mr. Divelbiss stated that if the property is used for residential purposes, there could be approximately four to eight residential dwellings, each of which would be entitled to its own driveway access onto Downsville Pike or Halfway Boulevard, which would be difficult. One solution would be to have one access road for ingress and egress from each dwelling unit onto Halfway Boulevard or Downsville Pike. Mr. Divelbiss expressed his opinion that the commercial uses allowed in the HI district would provide more flexibility in design and would allow for better ingress and egress at a very challenging location.

The applicant contends there is both a change in the character of the neighborhood as well as a mistake in the zoning in 2012. To demonstrate a change in the neighborhood, the applicant was tasked with defining the neighborhood, which they presented as an exhibit in the application. Another change in the neighborhood is the intensification of the commercial uses in the area when the ramp off I-70 was added in 1990.

When focusing on the mistake rule, the applicant believes there was an assumption made by the local governing body in 2012 that was incorrect. At the time of the original zoning of this property as RS, the applicant believes this would have been the appropriate zoning of the property. However, since then many changes have occurred including the Park & Ride, the ramp from I-70, the construction of the Sheetz store and the addition of travel lanes. In 2012, the local governing body should have anticipated the intensification of the commercial elements in this area and how that would dictate the reuse of the property.

Mr. Divelbiss stated there are many challenges due to the size and irregular shape of the property, access to the property, buffering requirements, and site constraints. There are a variety of commercial uses in the HI zoning district that would make the property more usable. He also argued that the property has

been zoned RS since 2012 and is still undeveloped due to the significant challenges associated with a residential use as discussed above.

Public Comment

- Neil Becker, 10811 Wyncote Drive, Hagerstown – Mr. Becker does not believe the neighborhood has changed except for the demolition of the three dwellings previously on the property. In his opinion, these homes could have been rehabilitated. He noted that traffic is quite challenging in the area. Mr. Becker does not believe there was a mistake in the zoning of the property. He noted there are 70 new homes being built in the area, which is appropriately zoned for residential purposes. He expressed his opinion that commercial development would be more impactful and a detriment to traffic in the area whereas, a residential use would not significantly increase the traffic.
- Shelly Smith, 10841 Oak Valley Drive, Hagerstown – Ms. Smith stated that residents cannot turn left out of Oak Valley Drive onto Halfway Boulevard due to the significant amount of traffic in the area. She believes a new traffic study is needed and reminded members that a new school is being built that, while not in the "neighborhood" established by the applicant, will impact traffic with more buses, teachers, and parents. She also noted there is a warehouse outside the "neighborhood" that contributes to traffic in the vicinity. Ms. Smith reiterated that the property was designated for residential use in the County's Comprehensive Plan adopted in 2025. Therefore, a change to HI zoning would be inconsistent with the Comprehensive Plan. She expressed her opinion that the applicant has not met its obligation in proving that a change in the neighborhood has occurred or that a mistake was made in the zoning in 2012.
- Todd Divelbliss, 17910 Halfway Boulevard, Hagerstown – Mr. Divelbliss is in favor of the rezoning. He expressed his opinion that eight residential units on the property, each having its own access would create more traffic problems than one commercial use. He noted that when those properties were zoned RS, Halfway Boulevard and the surrounding neighborhoods were not there. Mr. Divelbliss stated that at the intersection, he believes the biggest issue is the one lane that goes straight to enter the ramp for I-70 or turns right onto Downsville Pike. He suggested having a designated right-turn lane for traffic turning right onto Downsville Pike. Mr. Divelbliss believes a commercial use would be a benefit for people using Marty Snook Park.
- Robert McKee, 10819 Oak Valley Drive, Hagerstown – Mr. McKee stated he is unable to turn left from Oak Valley Drive onto Halfway Boulevard due to the many events held at Marty Snook Park. In his opinion, the distribution center not in the "neighborhood" has added additional tractor trailer traffic and the construction of the new elementary school will add even more traffic. Mr. McKee suggested that the County purchase the property to add to the Park.
- David Kretzer, 17819 Thornberry Road, Hagerstown – Mr. Kretzer concurs with comments made by Mr. McKee and believes the County should purchase the property to add to the Park.

Applicant's Rebuttal

Mr. Divelbiss stated that the public's comments and concerns regarding traffic are warranted. He believes that the traffic conditions are not conducive with RS zoning; and advocates for a commercial use on the property. The applicant assumes the responsibility for road improvements that would be necessary to alleviate traffic concerns (ie, the additional right-turn lane). Mr. Divelbiss noted that a roundabout at Oak Valley Drive and the entrance to the Park is proposed in the County's CIP. The applicant believes that the zoning change to HI will help facilitate changes in the area.

The rezoning public input meeting closed at 6:52 p.m.

NEW BUSINESS

MINUTES

Motion and Vote: Ms. Lane-Unsworth made a motion to approve the minutes of the July 6, 2026 Planning Commission meeting as presented. The motion was seconded by Mr. Goetz and unanimously approved, with Ms. Shank and Commissioner Wagner abstaining from the vote.

SITE PLANS

Showalter Commercial Park Lots 1-3 [PSP-25-004]

Ms. Wagner-Grillo presented the preliminary plat/site plan for Showalter Commercial Park located at 18225 Showalter Road. The property is currently zoned HI (Highway Interchange). The applicant is proposing a three lot subdivision with an overnight truck parking lot located on Lot 1 (8.3-acres), Lot 2 is 9.76-acres, and Lot 3 is 9.8-acres. The proposed overnight parking lot would have its own entrance from the proposed road named Warthog Way. The applicant is proposing 116 tractor trailer parking spaces

which will be open 24 hours per day. There are no employees or site frontage proposed. Pole mounted lighting is required. Landscaping is proposed around the front of the parking lot along Showalter Road. Storm water management requirements will be met through an underground storm water management facility. Forest conservation requirements, if approved, will be met by an off-site forest retention easement. Approvals from the Soil Conservation District and the Planning Department are pending.

- **Forest Conservation**

Mr. Allen presented a request to establish an offsite forest easement to satisfy the 3.15-acre planting requirement and to remove seven specimen trees from the site. The entire site will be utilized for the development; no on-site retention is possible and there is no existing forest on-site. Staff suggested that the applicant should plan to provide onsite mitigation for Lot 3 since to this point all mitigation for development on the parcel has occurred offsite. No development is proposed on Lot 3 on the current site plan. Five of the seven specimen trees proposed for removal are Norway Maples which are a non-native species. All but one of the trees is in fair to poor condition and located in the area where a bio-retention facility is proposed.

Discussion and Comments: Mr. Goetz expressed concern with having the truck parking area so close to the exit ramp in an area where truck traffic is already challenging. He noted that the County recently made some road improvements in the area which are not being followed by the truck traffic.

Motion and Vote: Mr. Goetz made a motion to approve the offsite forest easement and removal of seven specimen trees as presented. The motion was seconded by Ms. Shank and unanimously approved.

Motion and Vote: Mr. Wright made a motion to approve the preliminary plat/site plan contingent upon approval by the Soil Conservation District and the Planning Department. The motion was seconded by Mr. Goetz and unanimously approved.

PSM LLC [SP-24-030]

Ms. Wagner-Grillo presented a site plan for a 104,000 sq. ft. warehouse on 12.51-acres located at 16450 Elliott Parkway. The property is currently zoned IG (Industrial General). The hours of operation will be 7 am to 5 pm, Monday through Friday. There are 50 employees proposed. Parking spaces required are 54 spaces; 74 spaces will be provided. A ground-mounted business sign is proposed. Lighting will be building and pole mounted; a photometric plan was provided. Landscaping is proposed around the building and parking areas. Water service will be provided by the City of Hagerstown; sewer service will be provided by Washington County. Storm water management requirements will be met by an on-site storm water management pond. Forest conservation requirements will be met, if approved, by a payment-in-lieu of planting and natural regeneration. Approval is pending from the Soil Conservation District.

- **Forest Conservation**

Mr. Allen presented a proposal to reconfigure an existing forest easement currently on the lot to accommodate the warehouse development. A 3.77-acre forest easement was created as part of the development (Packaging Services) located on the adjacent parcel that extended onto this lot (1.89-acres). The developer is proposing to reconfigure the existing easement retaining all but .28 acres on-site, allowing natural regeneration to occur in one small area and converting the remaining .28 acres to the payment-in-lieu of planting fee. Staff believe the developer has made a good faith effort to work around the existing easement and minimized the displacement of the easement. Staff have no objection to the request.

Motion and Vote: Ms. Lane-Unsworth made a motion to approve the payment-in-lieu of planting fee as presented. The motion was seconded by Mr. Wright and unanimously approved.

Motion and Vote: Ms. Lane-Unsworth made a motion to approve the site plan contingent upon approval by the Soil Conservation District. The motion was seconded by Mr. Goetz and unanimously approved.

CCBCC Warehouse Expansion [SP-26-009]

Ms. Wagner-Grillo presented a site plan for the proposed addition to an existing 52,805 sq. ft. warehouse located at 100 Western Maryland Parkway that is currently zoned IG (Industrial General). The developer is proposing two additions totaling 14,950 sq. ft., a concrete pad, and an asphalt extension. There are currently 65 employees; no additional employees are proposed. Required parking is 58 spaces; 111 spaces exist. Public water and public sewer are provided by the City of Hagerstown. No new signage or lighting is proposed. The existing landscaping meets landscaping requirements. Storm water management requirements will be met using infiltration berms. Forest conservation requirements were previously approved and recorded. All agency approvals have been received.

Motion and Vote: Mr. Goetz made a motion to approve the site plan as presented. The motion was seconded by Ms. Lane-Unsworth and unanimously approved.

Sharpsburg Pike Retail [SP-25-048]

Ms. Wagner-Grillo presented a site plan for a proposed restaurant on 1.48 acres located at 10320 Sharpsburg Pike. The property is currently zoned HI (Highway Interchange). The proposed restaurant with drive-thru is 2,385 sq. ft. Ten employees are proposed. The hours of operation would be 11 am to 11 pm, 7 days per week. Thirty-one parking spaces are required; 44 spaces are proposed. Public water will be provided by the City of Hagerstown, public sewer will be provided by Washington County. Signage and lighting will be building and pole mounted; a photometric plan was included with the site plan. Landscaping will be provided along the parking lot to buffer headlight glare and to screen the dumpster; additional landscaping will be provided around the sign and along Sharpsburg Pike. An underground storm water management system would provide storm water management on the site. An appeal was granted by the Board of Zoning Appeals for the parking facility setback requirement from 10-feet to 3.37-feet and a reduction in the freestanding signage requirement from 25-feet from the right-of-way line to 10-feet. Forest conservation was previously approved during the subdivision phase. Approval from the State Highway Administration (SHA) is pending.

Motion and Vote: Mr. Goetz made a motion to approve the site plan contingent upon approval from the SHA. The motion was seconded by Ms. Lane-Unsworth and unanimously approved.

San Mar Family & Community Services [SP-25-045]

Ms. Wagner-Grillo (presenting for Scott Stotelmyer) presented a site plan for proposed building renovations and parking lot expansion on property located at 8505 Fahrney Church Road. The property is currently zoned RB (Rural Business). The existing use of the property is a residential care facility with offices and administration facility. San Mar Family & Community Services is proposing an addition of 400 sq. ft. to the existing Findlay Building for 15 suite rooms, renovations to the existing farmhouse for an administration/office space, relocation of the maintenance building and expansion of the existing parking lot. Required parking is 37 spaces; 77 spaces will be provided. Existing signage will be relocated. Hours of operation are 24 hours/day, 7 days/week. Lighting will be pole and building mounted. Micro bioretention areas will provide storm water management control. Landscaping exists and will be updated around the parking areas. Forest Conservation requirements will be met by a payment-in-lieu of planting fee. Approval is pending from the Soil Conservation District.

- **Forest Conservation**

Mr. Allen presented a request to use the payment-in-lieu of planting to meet Forest Conservation requirements for a .30 acre planting requirement resulting from the disturbance of 2.59-acres. The project would be eligible for the express procedure except there is a potential critical habitat of State listing rare or endangered species on the property; therefore, it is ineligible to use the express procedure option. The developer intends to implement the best management practices advocated for by DNR Wildlife & Heritage Services as part of the site plan process. The small planting area associated with the development makes establishing a permanent easement less desirable.

Motion and Vote: Ms. Shank made a motion to approve the payment-in-lieu of planting fee as presented. The motion was seconded by Ms. Lane-Unsworth and unanimously approved with Mr. Goetz and Mr. Wright abstaining from the vote.

Motion and Vote: Ms. Shank made a motion to approve the site plan contingent upon the Soil Conservation District's approval. The motion was seconded by Ms. Lane-Unsworth and unanimously approved with Mr. Goetz abstaining from the vote.

OTHER BUSINESS

Update of Projects Initialized

Ms. Kinzer provided a written report for land development plan review projects initialized during the months of June and July including 13 commercial site plans.

Director's Report

Ms. Sabetto discussed resources and information she has gathered regarding data centers. She gave a brief outline describing the responsibilities and role staff are proposing for the Planning Commission moving forward in the development of a proposed data center ordinance. These responsibilities would include: research and ideas for siting and design criteria; build a strong understanding of the complexities

associated with data centers; providing feedback on staff concepts and proposals; and issue a recommendation to the Board of County Commissioners.

Mr. Miller expressed his opinion that the definition of a "data center" and their sizes need to be one of the first steps in the process. He would like to include representatives from such entities as First Energy, Hagerstown's Water Department, and other community utilities that would be required for the operation of a data center. Mr. Goetz also suggested including a contractor or developer familiar with the development of data centers. We also discussed inviting planning staff from our counties in Maryland where data centers have already been developed.

Mr. Miller believes that the Zoning Ordinance should be updated to include definitions and other information that is decided upon regarding data centers. Ms. Kinzer stated that staff envision this as a supplement to the Zoning Ordinance or as a text amendment to include all the criteria for data centers in the current version of the Zoning Ordinance.

Mr. Goetz asked what the City of Hagerstown's stance is on data centers. Ms. Kinzer stated that the City is willing to meet and discuss data centers with County staff and give their perspective. Mr. Goetz is more concerned with property that is contiguous that could be annexed into the City since the County placed a moratorium on data centers. There was a brief discussion regarding zoning districts where data centers would be a principally permitted use, setback requirements, accessory uses, etc.

ADJOURNMENT

Ms. Lane-Unsworth made a motion to adjourn the meeting at 8:10 p.m. The motion was seconded by Ms. Shank and so ordered by the Chairman.

UPCOMING MEETINGS

1. October 5, 2026, 6:00 p.m. – Washington County Planning Commission regular meeting

Respectfully submitted,

Jay Miller, Vice-Chairman

Minutes approved on 11-2-26 but unsigned.

WASHINGTON COUNTY PLANNING COMMISSION
REZONING PUBLIC INPUT AND REGULAR MEETING
October 5, 2026

The Washington County Planning Commission held a rezoning public input meeting and its regular monthly meeting on Monday, October 5, 2026 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: Jeff Semler, Chairman, Jay Miller, Vice-Chairman, Laura Lane-Unsworth, BJ Goetz, Terrie Shank, Doug Wright, Jr. and Ex-officio County Commissioner Randy Wagner. Staff members present were: Washington County Department of Planning & Zoning: Alyssa Sabetto, Director; Jennifer Kinzer, Deputy Director; Travis Allen, Senior Planner; Kyla Shingleton, Comprehensive Planner; Scott Stotelmyer and Misty Wagner-Grillo, Planners; and Debra Eckard, Office Manager.

REZONING PUBLIC INPUT MEETING

Ann Aldrich and James Osen [RZ-26-006]

Staff Presentation

Ms. Shingleton presented a rezoning map amendment application to apply the Historic Preservation (HP) overlay on 2.09-acres of property located at 13302 Unger Road. The property is zoned A(R) – Agricultural Rural. The property contains a stone dwelling (dated 1803), a barn, a root cellar, a stone wall and an old road that runs through the property. The HP overlay zone indicates the presence of a historical structure, site or district which has been or will be judged to be of significance to the heritage of Washington County. The overlay zone is also a mechanism to monitor and regulate building activities in the HP district. The HP overlay zone imposes additional guidelines during the construction or modification of new or existing structures on the property; it will not limit or modify the permitted uses of the underlying A(R) zone. Criteria for the establishment of the HP overlay zone are listed in Section 20.5 of the County's adopted Zoning Ordinance. Ms. Shingleton reviewed the criteria needed and the documentation provided by the applicants to support this request.

One written comment from a neighbor as well as written comments from the Historic District Commission were received prior to the public meeting in support of the request.

Applicant's Presentation

Ms. Aldrich and Mr. Osen were present at the meeting and explained they are seeking the HP overlay in order to protect and preserve the historic integrity of the property for the future.

Motion and Vote: Mr. Miller made a motion to recommend, to the Board of County Commissioners, approval of the application of the HP overlay to property at 13302 Unger Road. The motion was seconded by Ms. Shank and unanimously approved with Commissioner Wagner abstaining from the vote.

The public input meeting was closed at 6:06 p.m.

OLD BUSINESS

Downsville Pike Land, LLC Recommendation [RZ-26-004]

Mr. Allen reminded members that a public input meeting was held on August 31, 2026 for a proposed map amendment on property located at the northwest corner of the Halfway Boulevard and Downsville Pike intersection. The applicant is requesting a zoning change for approximately 2-acres of land from RS (Residential Suburban) to HI (Highway Interchange). The applicant is claiming both a change in the character of the neighborhood as well as a mistake in the original zoning of the property. Mr. Allen noted that site access, traffic flow and volume, and compatibility with adjacent land uses were among the principal concerns discussed during the meeting. Public comments received during the meeting were in opposition of the proposed change, with the exception of one. Fifteen written comments in opposition to the proposal have been received to date, most of which are related to traffic and safety concerns at or near the intersection that may be exacerbated by a commercial land use at this location.

Discussion and Comment: There was a brief discussion regarding ingress and egress for both residential or commercial development of the property. These issues would need to be resolved through discussions

with the State Highway Administration and Engineering Department during the development review process.

Motion and Vote: Mr. Miller made a motion to recommend, to the Board of County Commissioners, denial of the request because the applicant did not prove there was a mistake in the original zoning of the property or a change in the character of the neighborhood. The motion was seconded by Ms. Lane-Unsworth. The motion passed with Mr. Miller, Ms. Lane-Unsworth, Ms. Shank and Mr. Wright voting Yes, Mr. Goetz voting No, and Mr. Semler and Commissioner Wagner abstaining from the vote.

NEW BUSINESS

MINUTES

Motion and Vote: Mr. Goetz made a motion to approve the minutes of the August 31, 2026 Planning Commission meeting as presented. The motion was seconded by Ms. Shank and unanimously approved, with Mr. Semler abstaining from the vote.

ORDINANCE MODIFICATION

Sharpsburg Pike Holding [OM-26-004]

Ms. Wagner-Grillo presented an ordinance modification request to allow Lot 2's panhandle width to be reduced from 21-feet to 11-feet to erect a freestanding sign on Lot 6. The lot is located at 10306 Sharpsburg Pike. The property is improved with existing retail uses and is currently zoned HI (Highway Interchange). The developer of Lot 6 would like to erect a sign for its business; however, the Zoning Ordinance requires the lot to have a minimum road frontage of 40-feet. The developer needs to acquire road frontage from Lot 2's panhandle, which is not being used for access; Lots 2 and 6 are served by Vida Drive. The Planning Commission approved Lot 2 (a lot without usable road frontage) in 2018. In February 2026, the Commission reviewed a request to reduce the panhandle width on Lot 2 from 25-feet to 21-feet and to adjust property lines for Lot 4 to erect the proposed sign on Lot 6. Further reduction in the panhandle width is now required due to existing utilities in the area.

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

PRELIMINARY CONSULTATION

13237 Greencastle Pike [PC-26-002]

Mr. Stotelmyer summarized a preliminary consultation that was held on August 4th for a proposed three warehouse development project located at 13237 Greencastle Pike. The property is currently zoned PI (Planned Industrial). Water service would be provided by the City of Hagerstown upon finalization of pre-annexation agreements; sewer service would be provided by Washington County. A site plan would be required and must meet the requirements of all County ordinances and regulations.

Discussion and Comments: Mr. Miller asked if the warehouses would be primarily for manufacturing or warehousing. A representative from Langdon Engineering was present on behalf of the applicant and stated that he believes the developer is considering manufacturing uses. Mr. Goetz encourages the developer to consider reforestation on-site due to the size of the parcel; he would not be in favor of a payment-in-lieu of planting. He also encourages the developer to consider the addition of solar panels on the rooftops. Mr. Semler expressed his concern regarding egress from the site onto Broadfording Road. He believes major road improvements will be required.

OTHER BUSINESS

FY2026 Forest Conservation Annual Report

Mr. Allen gave a brief overview of information provided to DNR each year. He noted that the number of projects and the number of exemptions from 2025 and 2026 were very similar (exactly 110 projects reviewed in each year). During FY2026, the County experienced a greater amount of forest retention thereby creating a greater amount of forest protection. The County experienced a lesser amount of money collected in forest bonds; however, more funds were collected using the payment-in-lieu mitigation method. During the past two fiscal years, no PIL money was expended to purchase new forest easements. There was a brief discussion regarding what the PIL funds can be expended on, the role of the Soil Conservation District in obtaining easements and developing alternative methods of expending the funds. It was noted that the Soil Conservation District actively markets the easement program and is currently working with four property owners to obtain easements. It was suggested that the County revisit the

MOU with the Soil Conservation District in the near future to determine if this is still the best course of action for the County in administering these funds.

Update of Projects Initialized

Ms. Kinzer provided a written report for land development plan review projects initialized during the months of August including 5 site plans.

Director's Report

Ms. Sabetto reminded members of the upcoming workshop on October 8th. Several speakers will be present at this workshop as well as the November 13th workshop. Members from the Board of Zoning Appeals will be present at the November workshop.

ADJOURNMENT

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

UPCOMING MEETINGS

1. October 8, 2026, 2:00 p.m. – Washington County Planning Commission workshop meeting
2. November 2, 2026, 6:00 p.m. - Washington County Planning Commission regular meeting

Respectfully submitted,

_____

Jeff Semler, Chairman

Priebe, Michelle L.

From:	Email Service <alinenovak@outlook.com>
Sent:	Tuesday, November 10, 2026 2:17 PM
To:	&County Commissioners
Subject:	Rezoning case No. RZ-26-004

WARNING!! This message originated from an External Source. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.
Any claims of being a County official or employee should be disregarded.

Dear Commissioners,

This letter is in response to the Washington County Planning Commission's October 30,2026 letter regarding rezoning case No. RZ-26–004.

The area of this case is near my home in Halfway. I am strongly opposing this zoning change from residential suburban to Highway Interchange. The location at the NW corner of Halfway Blvd/Downsville Pike is currently a very busy area with commercial, residential and a beautiful Marty Snook Park entrance. The addition of another commercial business would only add more traffic congestion and public safety hazards. The area lacks shoulders and sidewalks and adding more traffic increases the danger to the traveling and walking public as well as park goers.
A new housing development is being built two blocks away, along Halfway Blvd and this is going to add more traffic to an already crowded and busy road. This development destroyed a rather nice wildlife ecosystem.

Now this developer wants to add more driveways to roads that have an abundance of traffic and pedestrians and destroy another wildlife ecosystem! This proposal will be adding more unsafe conditions to a very high traffic area. Let alone the light and noise pollution that development will bring to a residential area. I don't think that's a good situation to bring to the community.

If anything this property should go to green space and should be added to the Marty Snook Park property. This park is utilized by many people of all ages and a variety of teams. Let's save a little more green space instead of putting in more asphalt and creating more havoc at the intersection of two very busy roads.

In conclusion, my husband and I strongly oppose the zoning change from RS to HI for rezoning case No. RZ-26-004, NW corner of Halfway Blvd/Downsville Pike intersection.

Please vote in opposition to this proposal.

Thank you for your attention to this issue.

Sincerely,
Aline Novak
William Davies
17724 Stone Valley Drive
Hagerstown, MD 21740

Priebe, Michelle L.

From: Eckard, Debra S. on behalf of Planning Email
Sent: Monday, November 9, 2026 9:28 AM
To: Gordon, Michelle; Barr, John; Cline, Jeff; Wagner, Randall; Leatherman, Randal A.; Parrott, Neil C.
Cc: Allen, Travis M.; Sabetto, Alyssa; Priebe, Michelle L.
Subject: FW: Opposition to Proposed Rezoning RZ-26-004 – Downsville Pike and Halfway Boulevard

Follow Up Flag: Follow up
Flag Status: Flagged

Public comment for RZ-26-004.

Debra Eckard
Office Manager
747 Northern Avenue
Hagerstown, MD 21742
P: (240) 313-2437
www.washco-md.net

Get Connected and See Updates

NOTICE: This e-mail, including any attachments, is intended solely for the use of the addressee(s) and may contain confidential, proprietary, and privileged information, the unauthorized disclosure or use of which is prohibited. If you are not the intended recipient of this email or if you received this e-mail in error, please immediately notify the sender by reply email and delete this e-mail and any attachments from your system. Thank you.

From: Shelley Smith <shelleydms@hotmail.com>
Sent: Monday, November 9, 2026 8:02 AM
To: Planning Email <askplanning@washco-md.net>
Subject: Opposition to Proposed Rezoning RZ-26-004 – Downsville Pike and Halfway Boulevard

You don't often get email from shelleydms@hotmail.com. Learn why this is important

WARNING!! This message originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Any claims of being a County official or employee should be disregarded.

Dear Members of the Washington County Board of County Commissioners,

I am writing as a resident of Oak Valley Drive to express my strong opposition to the proposed rezoning, RZ-26-004, involving the property near Downsville Pike and Halfway Boulevard. I am concerned about the impact

this development could have on traffic, pedestrian safety, and the quality of life for residents in the surrounding neighborhoods.

I believe this proposal must be considered in the context of all the development and traffic changes already taking place in this area; not in isolation.

Existing Traffic and Neighborhood Safety

Traffic on Halfway Boulevard has become increasingly difficult to navigate, particularly when attempting to make a left turn out of Oak Valley Drive. In fact, when I need to turn left, I often find it necessary to drive through the neighborhood rather than attempt the increasingly difficult and potentially unsafe turn onto Halfway Boulevard.

This has resulted in additional traffic cutting through our residential streets. The increased traffic creates safety concerns for walkers, runners, children playing outside, and residents who simply want to enjoy their neighborhood. It has also increased traffic noise in an area that should remain a safe and peaceful residential community.

Marty Snook Park – Pedestrian and Vehicle Safety

At the end of Oak Valley Drive, directly across Halfway Boulevard, is Marty Snook Park. Despite the installation of flashing pedestrian crossing lights, walking across Halfway Boulevard to access the park is extremely difficult. Pedestrians push the button to activate the flashing lights, but in my experience, a majority of drivers do not stop. This makes what should be a safe and accessible neighborhood park difficult and potentially dangerous to reach on foot.

Driving into and out of the park is challenging as well. With traffic exiting I-70 onto Halfway Boulevard, many vehicles are traveling at high speeds, making access to the park and nearby streets even more difficult and concerning.

These are existing problems that need to be addressed; not conditions that should be made worse by additional development.

The Cumulative Impact of Nearby Development

There is already a townhome community being built along Halfway Boulevard, and a new elementary school is being built on Downsville Pike. Both will bring additional traffic to an area that is already experiencing congestion and safety challenges.

The proposed commercial rezoning must be evaluated alongside these developments, as well as the traffic generated by vehicles exiting I-70. Looking at each project separately does not provide an accurate picture of the overall impact on our community.

Adding commercial development without adequately addressing these existing and anticipated traffic concerns could further compromise pedestrian safety, increase cut-through traffic in our neighborhood, and make access to Marty Snook Park even more difficult.

Consistency with the Washington County 2040 Comprehensive Plan

I also ask the Commissioners to give serious consideration to the County's 2040 Comprehensive Plan. The Planning Commission staff report identifies this property as having a Medium Density Residential land-use designation and indicates that the requested Highway Interchange zoning is not consistent with that designation.

The Comprehensive Plan is intended to help guide responsible growth and development while taking into account the character, needs, and infrastructure of surrounding communities. I believe this inconsistency deserves careful consideration before any decision is made.

I also note that the County's review identifies concerns regarding future access points, traffic demand, and roadway safety. These concerns are particularly important given the proximity of the park, existing residential neighborhoods, and other development underway.

My Request to the Commissioners

I respectfully ask that the Board:

- Deny the proposed rezoning request RZ-26-004 and retain the current Residential Suburban zoning.
- Consider the County's 2040 Comprehensive Plan and the staff report's findings regarding the inconsistency of the requested zoning with the property's land-use designation.
- Require a comprehensive traffic and pedestrian safety analysis that considers the combined impact of the proposed rezoning, the townhome development on Halfway Boulevard, the new elementary school on Downsville Pike, and existing I-70 traffic.
- Give particular attention to the safety of residents traveling in and out of Oak Valley Drive, pedestrians crossing Halfway Boulevard to reach Marty Snook Park, and families accessing the park by vehicle.
- Ensure that existing infrastructure can safely accommodate any additional development before approving changes that could increase traffic demands.

I understand that growth and development are part of a changing community. However, growth must be responsible and must take into account the people who already live, work, and raise their families here. The safety of our neighborhoods, children, pedestrians, and park visitors should not be compromised by development that the existing infrastructure may not be equipped to support.

I ask that you look at the entire picture, not just this one rezoning application, and consider the cumulative impact these projects will have on our community.

Thank you for your time and consideration. I respectfully ask that you vote against RZ-26-004.

Sincerely,

Dorothy M. (Shelley) Smith

Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Presentation of the June 30, 2026 Audited Financial Statements

PRESENTATION DATE: November 17, 2026

PRESENTATION BY: Chris Lehman, Partner in SB&Company, and Kelcee Mace, Chief Financial Officer

RECOMMENDED MOTION: The presentation is for informational purposes.

REPORT-IN-BRIEF: The external independent auditors will review the scope of services, the audit process, and required communications. They will also report the results of the audit. The CFO will then review the year end fiscal results of the General Fund.

DISCUSSION: General discussion by external auditor and Chief Financial Officer on various funds of Washington County.

FISCAL IMPACT: The audit report updates the fiscal condition of the County as of the fiscal year ending June 30, 2026.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Financial statements were distributed as a separate bound document prior to the presentation; Auditors PowerPoint presentation; General Fund PowerPoint presentation.

AUDIO/VISUAL NEEDS: The auditors have a slide presentation.



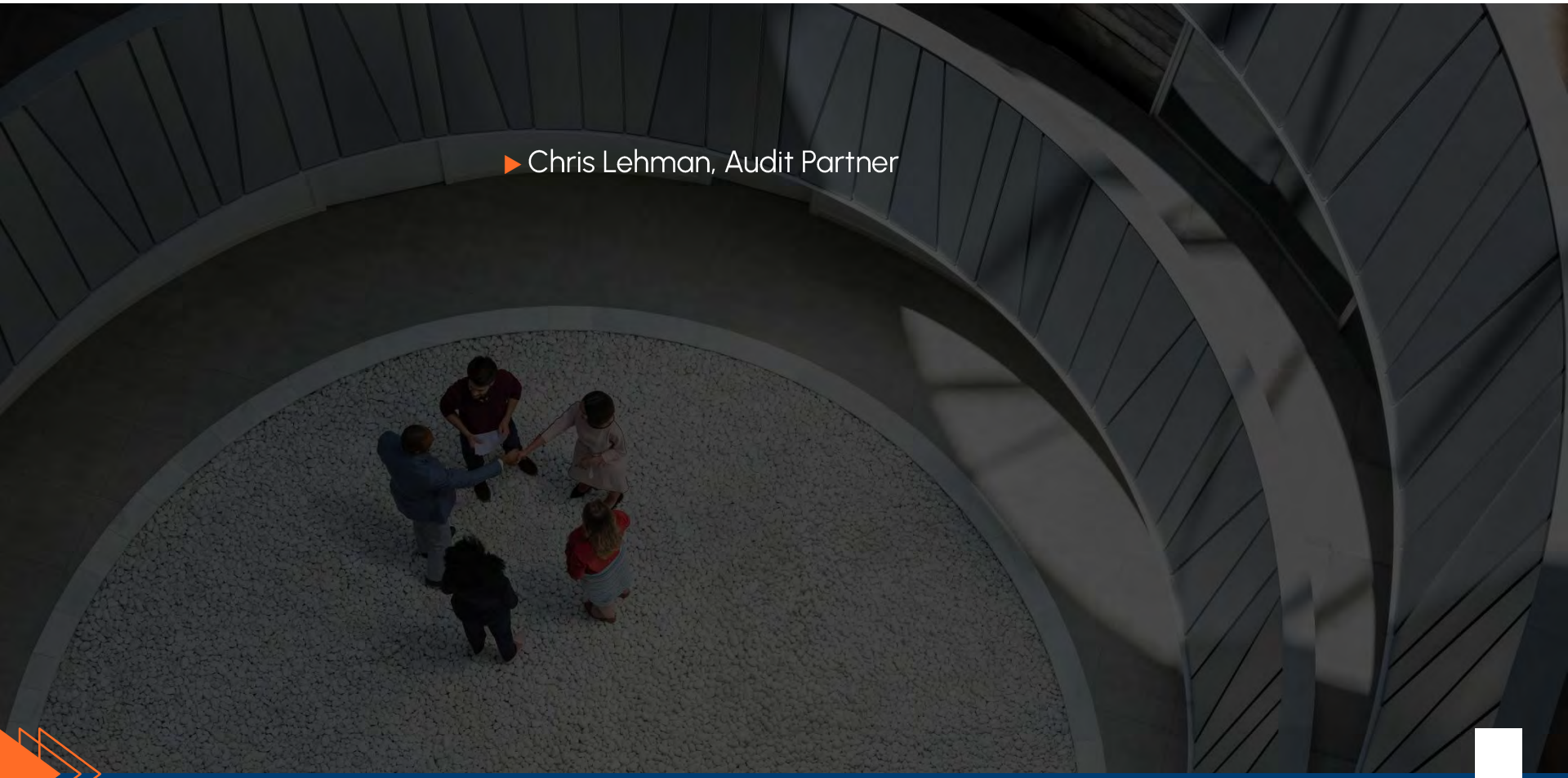
Washington County, Maryland

Presentation to the Board of County Commissioners

November 17, 2026

SB & Company

SBC Leadership Team



- Chris Lehman, Audit Partner



Scope of Services

Executive Summary

- Audit of the June 30, 2026 financial statements
- Performance of the Uniform Guidance Single Audit
- Preparation of Form 990's for the Golf Course and Agriculture Center
- Audit of the County's Agriculture Land Transfer Tax Revenues and Expenditures



Scope of Services

Executive Summary (cont.)

- Agreed upon procedures report for the landfill report
- Schedule of Fire and Rescue Expenditures
- Audit of 9-1-1 trust fund
- Detention Center agreed upon procedures
- Passenger Facility Charge Audit
- Review of Uniform Financial Report
- Preparation of Data Collection Form



Summary of the Results

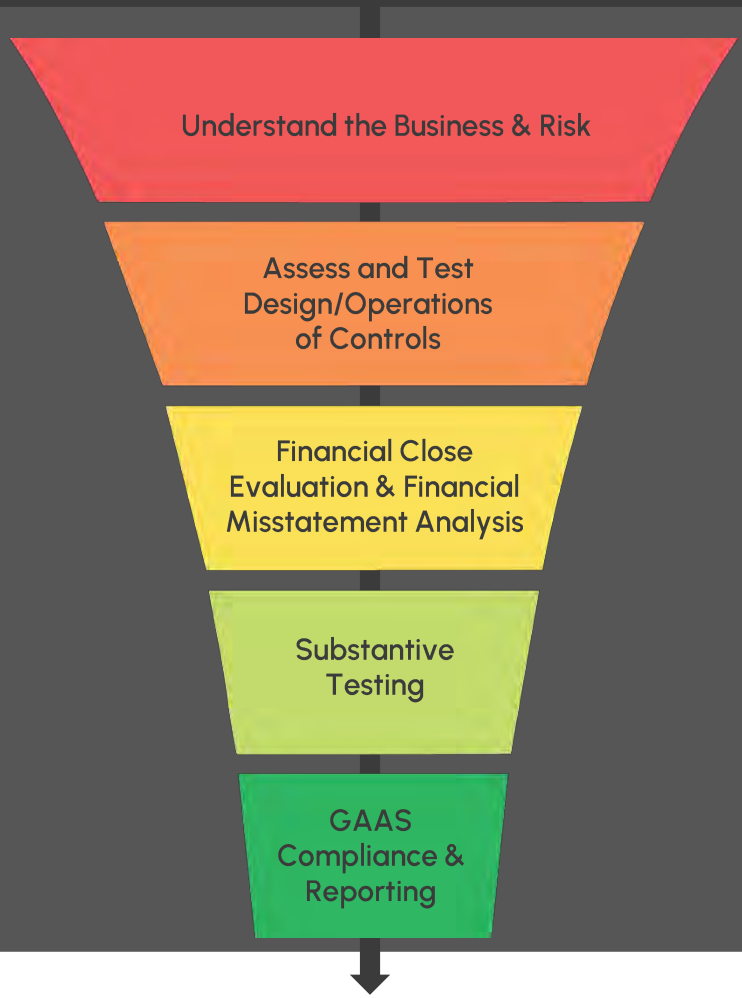
- Issued an Unmodified Opinion
- No Fraud Discovered or Made Aware Of
- Audit Journal Entries - No Audit Journal Entries Noted
- No Material Weaknesses Identified
- Full Cooperation Received
- No Single Audit Findings to Date

FORCAM Audit Approach

Focus On Risk, Controls, and Account Misstatement

Audit Goals

- Detect Financial Statement Misstatement Risk
- Detect Error:
  - Accounting Principles
  - Estimate
  - Information Processing
  - Account Balances
  - Footnote Disclosures
- Fraud
- Business Failure
- Risk Mitigation:
  1. Understand
  2. Evaluate
  3. Verify Facts
- Business Improvement Opportunities
- Client Expectations



Assessment of Internal Controls

Assessment of Control Environment

- Control Environment
- Risk Assessment Process
- Control Activities
- Information and Communication
- Monitoring

Assessment of Key Processes

- Treasury
- Estimation
- Financial Reporting
- Expenditures
- Payroll
- Revenue
- Fixed Assets

Required Communications

1. Auditor's Responsibilities Under Generally Accepted Auditing Standards (GAAS)

The financial statements are the responsibility of management. Our audit was designed in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards, and provide for reasonable, rather than absolute, assurance that the financial statements are free of material misstatement.

2. Significant Accounting Policies

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application.

- ***The significant accounting policies used by management are described in the notes to the financial statements and all were appropriate.***

3. Auditor's Judgments About the Quality of Accounting Principles

We discuss our judgments about the quality, not just the acceptability, of accounting principles selected by management, the consistency of their application, and the clarity and completeness of the financial statements, which include related disclosures.

- ***We have reviewed the significant accounting policies adopted and have determined that those policies are acceptable accounting policies.***

4. Audit Adjustments

We are required to inform the oversight body about adjustments arising from the audit (whether recorded or not) that could in our judgment, either individually or in the aggregate, have a significant effect on the entity's financial reporting process. We also are required to inform the county's oversight body about unadjusted audit differences that were determined by management to be, individually and in the aggregate, immaterial.

- ***There were no adjustments identified during the audit process.***

Required Communications

5. Fraud and Illegal Acts

We are required to report to the county's oversight body any fraud and illegal acts involving senior management and fraud and illegal acts (whether caused by senior management or other employees) that cause a material misstatement of the financial statements.

- ***Our procedures identified no instance of fraud or illegal acts.***

6. Material Weaknesses in Internal Controls

We are required to communicate all significant deficiencies in the county's systems of internal controls, whether or not they are also material weaknesses.

- ***There were no material weaknesses noted during the audit.***

7. Other Information in Documents Containing Audited Financial Statements

- ***None.***

8. Disagreements with Management on Financial Accounting and Reporting Matters

- ***None.***

9. Serious Difficulties Encountered in Performing the Audit

- ***None.***

10. Major Issues Discussed with Management Prior to Acceptance

- ***None.***

11. Management Representations

- ***We have received written representations from management as part of the completion of the audit.***

12. Consultation with Other Accountants

- ***We are not aware of any consultation with other CPA firms.***

13. Non-attest Services

We are required to report all non-attest services we have performed during the year.

- ***Non-attest services we performed were assistance with preparation of financial statements and completion of the Federal Form 990s. Management has designated an individual who possesses suitable skill, knowledge, and/or experience to oversee this service, and has taken responsibility for the service performed.***

Required Communications

14. Independence

As part of our client acceptance process, we go through a process to ensure we are independent of the county.

- ***We are independent of the county.***

15. Subsequent Events

We are required to evaluate all subsequent events through our opinion date that may require an adjustment or additional disclosure to the financial statements.

- ***We are not aware of any subsequent events that would require an adjustment or additional disclosure to these financial statements.***

16. Information Technology Responsibility

We obtained an understanding of the design and operations of internal controls, including relevant information technology (IT) internal controls on which we may place reliance.

Our procedures did not address all technology–related risks and were not designed to express an opinion on the effectiveness of technology–related internal controls. Accordingly, our work may not identify all material weaknesses in internal controls or all vulnerabilities related to information technology, including those that could result in a data/cyber breach.

17. Our Responsibility Related to Fraud

We must:

- Plan and perform the audit to obtain reasonable assurance that there is no material misstatement caused by error or fraud;
- Comply with AU–C Section 240: Consideration of Fraud in a Financial Statement Audit;
- Approach all audits with an understanding that fraud could occur in any entity, at any time, by anyone; and
- Perform mandatory procedures required by GAAS and our firm policies.

- ***Examples of Procedures Performed:***
  - ***Discuss thoughts and ideas on where the financial statements might be susceptible to material misstatement due to fraud;***
  - ***Understand pressures on the financial statement results;***
  - ***Understand the tone and culture of the organization;***
  - ***Look for unusual or unexpected transactions, relationships, or procedures;***
  - ***Evaluate key processes and controls;***
  - ***Consider information gathered throughout the audit; and***
  - ***Apply professional skepticism.***

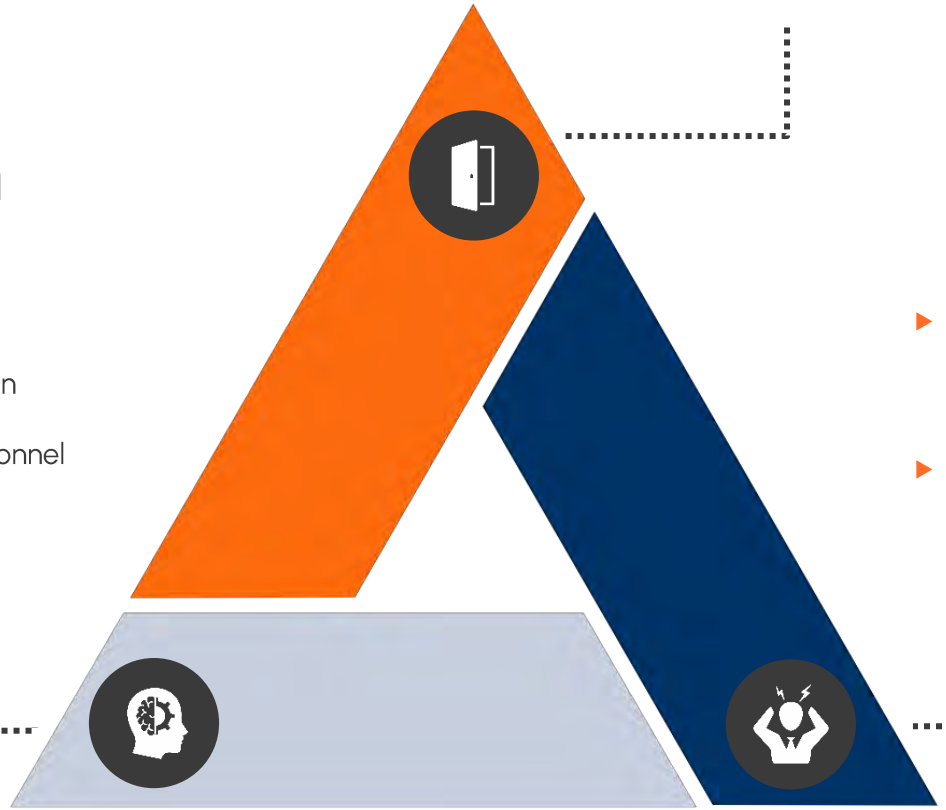
The Fraud Triangle

OPPORTUNITY

- Generally provided through weaknesses in internal controls
- Tone at the top is important

RATIONALIZATION

- Individuals develop a justification for their fraudulent activities
- Increased rationalization due to minimal salary increases and less personnel



PRESSURE

- Pressure can be imposed due to economic troubles, personal vices, and unrealistic deadlines and performance goals
- There are increased pressures due to the economy and minimal salary growth

Client Service Team

Contact Information



Christopher Lehman

Engagement Partner

Office: 410-584-2201

Mobile: 301-785-7408

clehman@sbandcompany.com

Danae Henry-Lievers

Executive Assistant to Christopher Lehman

Office: 410-584-0060

dhenry@sbandcompany.com

SB & Company

Knowledge, Quality, Client Service

Thank you.



410-584-0060

sbmarketing@sbandcompany.com

www.sbandcompany.com

10200 Grand Central Avenue, Suite 250, Baltimore, MD 21117

Budget & Finance

FY2026 General Fund Review

Washington County
MARYLAND

General Fund Budget

Original Budget	*Adjustments	Final Budget
$323,115,430	$25,097,061	$348,212,491

*$23.8M related to adjusted tax revenue projections;
$0.2M related to EMS billing revenue from transitions;
$1.0M related to 540 Western MD Parkway tenants

FY2026 General Fund

Revenues	Expenditures	Net (Reserves)
$351,344,881	$342,431,622	$8,913,259

General Fund Cash Reserve

FY25

$82.3M or 25.00%

FY26

$91.0M or 25.91%

FY2026 Revenue Highlights

Significant Revenues over/(under) final budget (in millions)	
Real Property Tax	($0.8)
Personal Property Tax	3.0
Income Tax	(2.5)
Recordation Tax	2.0
Interest	(0.7)
EMS Fund Reimbursement	1.6
Other	0.5
Total	$3.1

FY2026 Revenue Highlights

Revenues vs Prior Year (in millions)				
	FY26	**FY25**	**$ Change**	**% Change**
Real Property Tax	$149.8	$139.3	$10.5	7.5%
Personal Property Tax	20.2	17.9	2.3	12.8%
Income Tax	146.6	133.4	13.2	9.9%
Recordation Tax	10.6	11.0	(0.4)	(3.6%)
Interest	4.0	4.3	(0.3)	(7.0%)
Charges for Services	7.4	7.2	0.2	2.8%
Grants and Shared	7.9	4.8	3.1	64.6%
Other	4.8	11.2	(6.4)	(57.1%)
Total	$351.3	$329.1	$22.2	6.7%

FY2026 Expenditure Highlights

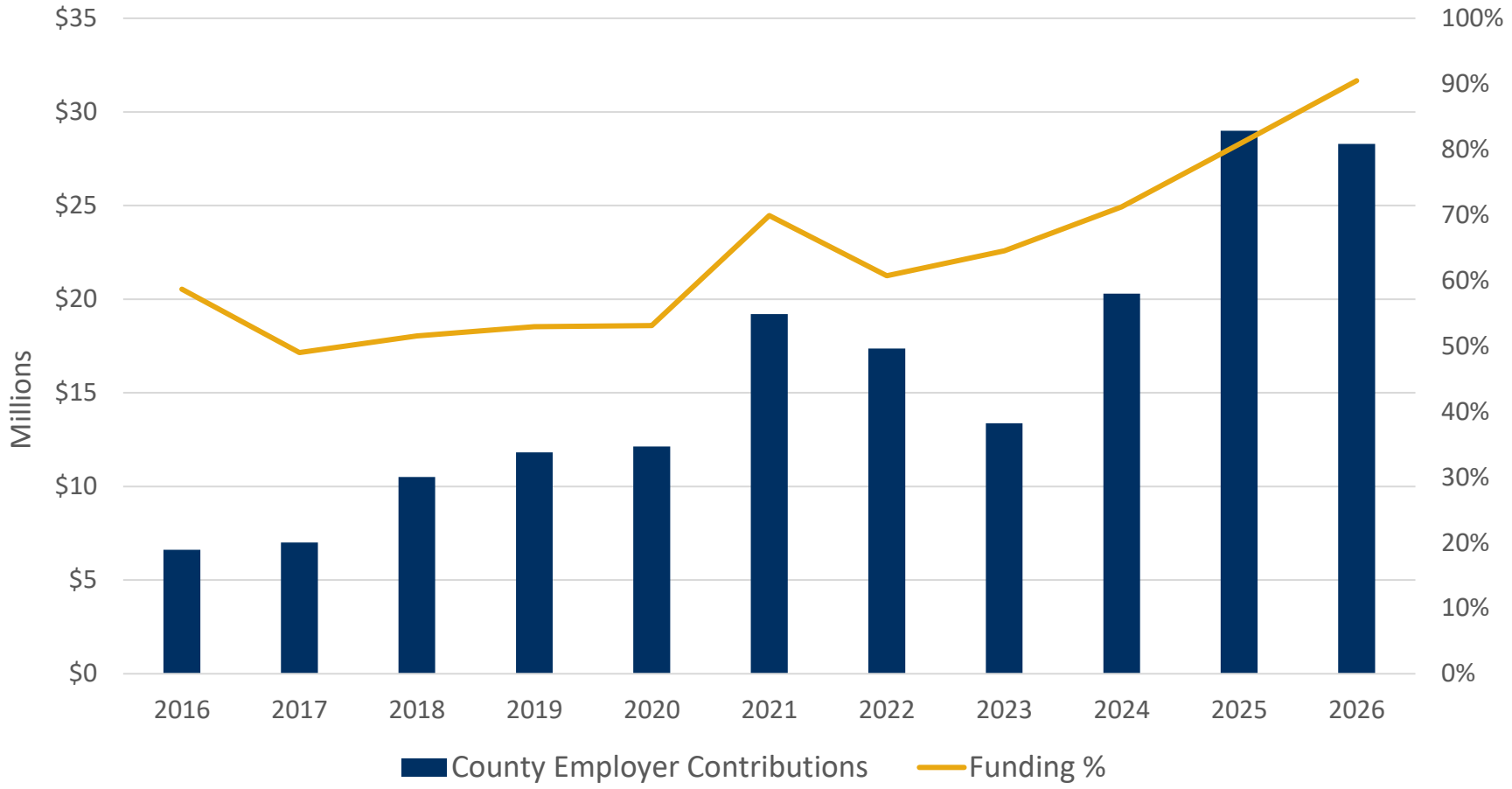
Significant Expenditures (over)/under final budget	
Benefits	($4.7)M
Departmental operations	(1.1)M
Total	($5.8)M

FY2026 Expenditure Highlights

Expenditures vs Prior Year (in millions)				
	FY26	**FY25**	**$ Change**	**% Change**
Wages	$64.1	$57.4	$6.7	11.7%
Pension	19.9	20.3	(0.4)	(2.0%)
Health	8.7	12.6	(3.9)	(31.0%)
Other Benefits	6.0	6.5	(0.5)	(7.7%)
Departmental Operations	186.7	170.1	16.6	9.8%
Controllable Assets	0.7	1.8	(1.1)	(61.1%)
Transfers to Other Funds	39.9	29.5	10.4	35.3%
Debt Service	16.4	22.4	(6.0)	(26.8%)
Total	$342.4	$320.6	21.8	6.8%

FY2026 Pension Funding

Funding status of the pension fund has improved from 80.77% in 2025 to 90.47% in 2026.



Upcoming Expenditures

- Strengthening support for emergency services and law enforcement to improve public safety for the community
- Infrastructure maintenance
- FAMLI Benefits

Requests/Feedback



- **Commissioner Requests**
- **Feedback**

Washington County
MARYLAND

Thank you

Kelcee Mace
Chief Financial Officer
Washington County, MD
(240) 313-2305

Connect with us

www.washco-md.net

Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Sole Source Procurement - (PUR-1842) One (1) Outpost License Plate Reader, Two (2) Fleet Camera Systems, and Annual Support for Licensing and Software

PRESENTATION DATE: November 17, 2026

PRESENTATION BY: Brandi Kentner, CPPO, Director of Procurement, and Major Joel Footen, Patrol Division Commander, Washington County Sheriff's Office

RECOMMENDATION: Move to approve a Sole Source Procurement for One (1) Outpost License Plate Reader, Two (2) Fleet Camera Systems, and Annual Support for Licensing and Software for five (5) years for the Patrol Division at the Sheriff's Office; if approved, will be purchased from Axon Enterprise, Inc. of Scottsdale, AZ, totaling $98,040. The first year of annual support will tentatively begin September 15, 2026, through September 14, 2027. Each renewal will be contingent on the approval of that year's budget.

REPORT-IN-BRIEF: Outpost is a portable license plate reader that can be mounted in places such as a speed trailer or existing poles and is used in conjunction with criminal investigations and proactive enforcement of serious violations (stolen vehicles, wanted individuals, etc.). Fleet is a car-mounted camera system that remains inside a patrol vehicle for mobile use, such as scanning areas for suspect vehicles, etc. For these three items of hardware, the necessary licensing and software will be bundled into one annual cost. This additional equipment is compatible with other Axon equipment already in place, such as body-worn cameras, evidence storage, and tasers.

The Sheriff's Office wishes to apply Sections 1-106.2(a)(1) & (2) of the Code of Local Public Laws of Washington County, Maryland, to the procurement requested. These sections state that a sole source procurement is authorized and permissible when: (1) Only one source exists that meets the County's requirements and (2) the compatibility of equipment, accessories, or replacement parts is the paramount consideration.

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

FISCAL IMPACT: Funding is available in the FY27 operating software account 515180-10-11310 for this purchase.

CONCURRENCES: Sheriff Albert

ALTERNATIVES: N/A

ATTACHMENTS: Axon's Quote dated 7/29/26

Axon Enterprise, Inc.
17800 N 85th St
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic:(800) 978-2737
International: +1.800.978.2737

Q-868733-46232MB

Issued: 07/29/2026

Quote Expiration: 09/15/2026

Estimated Contract Start Date: 09/15/2026

Account Number: 114503

Payment Terms: N30

Mode of Delivery: AUTO-GND

Credit/Debit Amount: $0.00

SHIP TO	BILL TO
Washington County Sheriff's Office - MD 500 WESTERN MARYLAND PKWY HAGERSTOWN, MD 21740-5125 USA	Washington County Sheriff's Office - MD 500 WESTERN MARYLAND PKWY HAGERSTOWN MD 21740-5125 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Michael Bayer Phone: 215-880-7407 Email: mbayer@axon.com Fax:	Joel Footen Phone: 2403132861 Email: jfooten@washco-md.net Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	$49,020.00
ESTIMATED TOTAL W/ TAX	$49,020.00

Discount Summary

Average Savings Per Year	$2,717.92
TOTAL SAVINGS	$13,589.61

Payment Summary

Date	Subtotal	Tax	Total
Aug 2026	$9,804.00	$0.00	$9,804.00
Aug 2027	$9,804.00	$0.00	$9,804.00
Aug 2028	$9,804.00	$0.00	$9,804.00
Aug 2029	$9,804.00	$0.00	$9,804.00
Aug 2030	$9,804.00	$0.00	$9,804.00
Total	$49,020.00	$0.00	$49,020.00

Quote Unbundled Price:	$62,609.40
Quote List Price:	$49,020.00
Quote Subtotal:	$49,020.00

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
B00076	Outpost TAP Plan	1	60	$366.09	$249.20	$249.20	$14,952.00	$0.00	$14,952.00
Fleet3A	Fleet 3 Advanced	2	60	$313.70	$258.90	$258.90	$31,068.00	$0.00	$31,068.00
A la Carte Services									
100159	Axon Fleet 3 - Services - ALPR API Integration	1	1		$3,000.00	$3,000.00	$3,000.00	$0.00	$3,000.00
Total							$49,020.00	$0.00	$49,020.00

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
Fleet 3 Advanced	100469	Axon Fleet - SIM Insertion - ATT Firstnet	2	1	08/15/2026
Fleet 3 Advanced	101924	Axon Fleet - Taoglas Ant - 7-in-1 4Cell 2WIFI 1GNSS Int	2	1	08/15/2026
Fleet 3 Advanced	103346	Axon Fleet - Ericsson R980-5GD-A+5Yr Netcloud	2	1	08/15/2026
Fleet 3 Advanced	70112	Axon Signal Vehicle	2	1	08/15/2026
Fleet 3 Advanced	72036	Axon Fleet 3 - Standard 2 Camera Kit	2	1	08/15/2026
Outpost TAP Plan	102032	Axon Outpost - Camera	1	1	08/15/2026
Outpost TAP Plan	102488	Axon Outpost - Solar Panel - 100W	1	1	08/15/2026
Outpost TAP Plan	102538	Axon Outpost - Top Mount End Cap - Standard	1	1	08/15/2026
Outpost TAP Plan	102552	Axon Outpost - Pole - Standard	1	1	08/15/2026
Outpost TAP Plan	102737	Axon Outpost - Standard Solar Hardware Kit	1	1	08/15/2026
Outpost TAP Plan	103151	Axon Outpost - Battery & Charger Enclosure - Extended	1	1	08/15/2026
Fleet 3 Advanced	72040	Axon Fleet - TAP Refresh 1 - 2 Camera Kit	2	1	08/15/2031
Outpost TAP Plan	102144	Axon Outpost - TAP Refresh One - Camera	1	1	08/15/2031
Outpost TAP Plan	102810	Axon Outpost - TAP Refresh One - Battery Enclosure Extended	1	1	08/15/2031

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Fleet 3 Advanced	80400	Axon Evidence - Fleet Vehicle License	2	09/15/2026	09/14/2031
Fleet 3 Advanced	80401	Axon Fleet 3 - ALPR License - 1 Camera	2	09/15/2026	09/14/2031
Fleet 3 Advanced	80402	Axon Fleet - Real-Time Location, Alerts & Livestream License	2	09/15/2026	09/14/2031
Fleet 3 Advanced	80410	Axon Evidence - Storage - Fleet 1 Camera Unlimited	4	09/15/2026	09/14/2031
Outpost TAP Plan	102142	Axon Vehicle Intelligence - ALPR License	1	09/15/2026	09/14/2031

Services

Bundle	Item	Description	QTY

Services

Bundle	Item	Description	QTY
Fleet 3 Advanced	73391	Axon Fleet 3 - Deployment Per Vehicle - Not Oversized	2
Outpost TAP Plan	102136	Axon Outpost - Standard Installation	1
Outpost TAP Plan	102143	Axon Outpost - Upgrade Installation	1
A la Carte	100159	Axon Fleet 3 - Services - ALPR API Integration	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Fleet 3 Advanced	80379	Axon Signal - Ext Warranty - Signal Vehicle	2	08/15/2027	09/14/2031
Fleet 3 Advanced	80495	Axon Fleet 3 - Ext Warranty - 2 Camera Kit	2	08/15/2027	09/14/2031
Outpost TAP Plan	102135	Axon Outpost - Ext Warranty - Camera	1	08/15/2027	09/14/2031
Outpost TAP Plan	102137	Axon Outpost - Maintenance	1	08/15/2027	09/14/2031

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	500 WESTERN MARYLAND PKWY	HAGERSTOWN	MD	21740-5125	USA

Payment Details

Aug 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 1	100159	Axon Fleet 3 - Services - ALPR API Integration	1	$600.00	$0.00	$600.00
Annual Payment 1	B00076	Outpost TAP Plan	1	$2,990.40	$0.00	$2,990.40
Annual Payment 1	Fleet3A	Fleet 3 Advanced	2	$6,213.60	$0.00	$6,213.60
Total				$9,804.00	$0.00	$9,804.00

Aug 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 2	100159	Axon Fleet 3 - Services - ALPR API Integration	1	$600.00	$0.00	$600.00
Annual Payment 2	B00076	Outpost TAP Plan	1	$2,990.40	$0.00	$2,990.40
Annual Payment 2	Fleet3A	Fleet 3 Advanced	2	$6,213.60	$0.00	$6,213.60
Total				$9,804.00	$0.00	$9,804.00

Aug 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 3	100159	Axon Fleet 3 - Services - ALPR API Integration	1	$600.00	$0.00	$600.00
Annual Payment 3	B00076	Outpost TAP Plan	1	$2,990.40	$0.00	$2,990.40
Annual Payment 3	Fleet3A	Fleet 3 Advanced	2	$6,213.60	$0.00	$6,213.60
Total				$9,804.00	$0.00	$9,804.00

Aug 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 4	100159	Axon Fleet 3 - Services - ALPR API Integration	1	$600.00	$0.00	$600.00
Annual Payment 4	B00076	Outpost TAP Plan	1	$2,990.40	$0.00	$2,990.40
Annual Payment 4	Fleet3A	Fleet 3 Advanced	2	$6,213.60	$0.00	$6,213.60
Total				$9,804.00	$0.00	$9,804.00

Aug 2030

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 5	100159	Axon Fleet 3 - Services - ALPR API Integration	1	$600.00	$0.00	$600.00
Annual Payment 5	B00076	Outpost TAP Plan	1	$2,990.40	$0.00	$2,990.40
Annual Payment 5	Fleet3A	Fleet 3 Advanced	2	$6,213.60	$0.00	$6,213.60
Total				$9,804.00	$0.00	$9,804.00

Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Public Packet

Open Session Item

SUBJECT: Contract Award (PUR-1846) – Zoning and Subdivision Ordinance Modernization Update

PRESENTATION DATE: November 17, 2026

PRESENTATION BY: Brandi Kentner, CPPO, Director of Purchasing, and Alyssa Sabetto, Director of Planning and Zoning, Zoning Administrator

RECOMMENDED MOTION: Move to award a contract to produce an update to combine and modernize the Washington County Zoning Ordinance and the Washington County Subdivision Ordinance to ZonesCo, LLC, of Cincinnati, OH, based on the responsive, responsible proposal dated October 14, 2026 and to approve/execute the referenced budget adjustment. This award is contingent upon the vendor updating their registration with Maryland Taxation and Assessments.

REPORT-IN-BRIEF: The services under this contract consist of unifying and updating the Zoning and Subdivision Ordinances to develop a Unified Development Ordinance for Washington County. This update will involve engagement with County officials, community stakeholders and the public.

The Request for Proposal (RFP) was advertised on the County's online bidding website and the State's "*eMaryland Marketplace Advantage*" website. Access to/download of the RFP document was performed by seventeen (17) persons/firms; three (3) firms were represented at the pre-proposal teleconference and two (2) firms responded with proposal submittals. The meeting of the Committee was held on Thursday, October 22, 2026 to review Qualifications & Experience Proposals. Based on the evaluation of their Qualifications & Experience Proposals, one firm was determined to be responsive, and one firm was determined to be non-responsive; therefore, only one Price Proposal was opened and evaluated (see attached Proposal Tabulation Sheet). The Committee was comprised of the following County employees: Director of Planning and Zoning (Committee Chairman), Deputy Director of Planning and Zoning, Director of Permits and Inspections, Purchasing Director, and County Buyer.

FISCAL IMPACT: Funds in the amount of $198,000 will be transferred from 498710-30-10800 CIP reserves to 599999-30-10800 Zoning and Subdivision Ordinance Update account. The update is expected to span several fiscal years.

CONCURRENCES: As recommended by the unanimous decision of the Coordinating Committee

ATTACHMENTS: N/A

Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session

SUBJECT: Sole Source Procurement (PUR-1853) AQ400 Automated Multi-Chemistry Discrete Analyzer Package

PRESENTATION DATE: November 17, 2026

PRESENTATION BY: Brandi Kentner, CPPO, Procurement Director; Davina Yutzy, Deputy Director, Water Quality

RECOMMENDATION: Move to authorize a sole-source procurement for an AQ400 Automated Multi-Chemistry Discrete Analyzer Package to be used by the Washington County Department of Environmental Management in the amount of $54,820 from Seal Analytical, of Mequon, WI.

REPORT-IN-BRIEF: A discrete analyzer is an automated laboratory instrument that performs chemical analysis on individual samples inside separate, isolated reaction vessels.

The Washington County Department of Environmental Management wishes to apply Section 1-106.2(a)(2) of the Code of Local Public Laws of Washington County, Maryland, to the procurement requested. These sections state that a sole-source procurement is authorized and permissible when: (2) The compatibility of equipment, accessories, or replacement parts is the paramount consideration;

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

DISCUSSION: This is a sole-source procurement request for Seal Analytical**,** the provider of the AQ400 Automated Multi-Chemistry Discrete Analyzer Package currently used by the laboratory. The County purchased its existing AQ400 through a competitive bid process in 2022 and seeks to purchase a second unit from the same manufacturer.

The request is based on three primary factors:

Continuity: The AQ400 is used daily and has the capability to perform additional analyses. A second instrument would increase testing capacity, allow cross-training of staff, and provide critical redundancy during instrument repairs or maintenance. This would reduce reliance on outside laboratories and help ensure compliance with sample hold-time requirements.

Cost: Standardizing equipment with the same manufacturer will reduce costs associated with reagents, consumables, replacement parts, and service. The County already owns two Seal Analytical instruments and receives discounted annual service contract pricing for multiple instruments. Preventative maintenance can also be completed during a single service visit.

Time: Existing staff are already experienced with the AQ400 platform and can assist with training a second analyst. This will shorten implementation time, facilitate completion of required Initial Capability Studies, and improve operational flexibility.

Based on these considerations, a second AQ400 from Seal Analytical is the most advantageous solution and supports the County's operational, financial, and staffing needs.

FISCAL IMPACT: Funds are available in the department's capital budget 525000-37-40010-EQP063 for this purchase.

CONCURRENCES: David Mason, Division Director, Environmental Management

ALTERNATIVES: N/A

ATTACHMENTS: Seal Analytical’s quote dated 9/30/26

Commercial in confidence

Quote No: SM-260915-BO **Issue Date: September 30, 2026**

Price Quotation for **Valid Until: November 19, 2026**

Washington County of Environmental Management
16232 Elliot Parkway
Williamsport, MD 21795

AQ400 Automated Multi-Chemistry Discrete Analyzer Package

- AQ400 Chemistry Unit, 120V/60Hz (for up to 9 filter wavelengths)
- AQ series Operating Software
- Start-up accessories kit to include -
  1 Spare Lamp assembly, 1 Spare Probe flusher
  1 Pack Reaction segments, 1 Pack Sample cups,
  1 Pack Reagent containers
- 2 Sample Trays (80 or 120 position)
- Operation Manual, Software Manual & Method SOP's
- AQ400 Customer Support Manual
- Integrated Cadmium Reduction Hardware for Nitrate analysis
  (includes 2 cadmium coils)

Package Price		**$ 55,800**
Less Government Discount – 10%	***- $ 5,580***	
Training and Installation package, 3 Days		**$ 4,600**
Warranty, 12 month parts & labor		**included**
Discounted OFFER Price		**$ 54,820**

Terms and Conditions:

Terms:	Net 30
Delivery:	8-12 weeks after receipt of order
Freight and Handling:	$1,200. Not included with above pricing
Sales Tax:	Not Included. It will be payable unless you are exempt.

OPTIONS:

1.	**Hi Spec Computer: includes 24" flat panel monitor and laser printer**	**$ 1,600**
2.	**APC Back-UPS Pro 1000VA**	**$ 320**
3.	**3 month AQ400 maintenance kit (to be used months 3-6)**	**$ 93**
4.	**6 month AQ400 maintenance kit (to be used months 6-9)**	**$ 730**
5.	**9 month AQ400 maintenance kit (to be used months 9-12)**	**$ 93**
6.	**Extra Cadmium coil**	**$ 195**
7.	**Consumable kit (10 bags reaction segments, 4 bags 2ml sample cups, and 25 reagent Wedges)** **Contains reaction wells for 18,000 tests, 4000 sample cups**	**$ 997**

NOTE:
The PC may be purchased by your company; however, you must meet our minimum specifications - available on request.

SEAL Analytical will not assume responsibility for damage caused to instrument from power outages or power surges in the laboratory.

Technical Support Services

Technical Support:

We provide a telephone/email/fax service desk at our Milwaukee facility from 8:00 AM to 5:30 PM as part of our standard service to our customers. All service calls are logged and an in-house Engineer or Chemist will trouble-shoot the problem by telephone. Our statistics show that over 90% of user questions are diagnosed and corrected by telephone and/or email intervention, without a site visit being necessary.

If this does not resolve the problem, a field-based Technical Specialist is assigned to visit the site.

Response Time / Repair Time:

Our typical response time for a Specialist to reach a site would be less than 24 working hours. We use state of the art messaging equipment to communicate with field staff before, during, and after each service episode. All support staff are our own employees, and not contract labor, and therefore would be dispatched from the Milwaukee site.

Technical Support Service Contracts:

A full range of customer support contracts are available. It is our aim to supply a fully-installed system and provide the application, software and engineering back up to ensure the highest performance from your new analytical system.

Focus Groups:

SEAL actively supports and sponsors Analyzer User Groups, arranging meetings on a regular basis, typically annually. The Company finds this an invaluable means of ensuring continued high levels of customer satisfaction and a useful forum for prioritizing product developments, and to introduce product enhancements.

AQ400 Automated Multi-Chemistry Discrete Analyzer



The **AQ400 Analyzer** is a **bench top Analyzer** that has been developed to meet the specific need for a modern, automated discrete analyzer in the environmental laboratory.

This analyzer has been developed to address the needs of laboratories that require high levels of **automation**, a wide range of chemistries, limits of detection that ensure **compliance with regulatory requirements** and the advantages of integration with **LIMS** systems. The AQ400 is a flexible system that meets these requirements and can be configured via the industry specific software to meet the operational needs of laboratories with a wide range of analytical and throughput levels.

Design & Functional Specifications

The design concept of the SEAL Analyzers is to enhance productivity of analytical services in busy laboratories by streamlining the workflow of samples and information through the total analytical process. Extensive experience in environmental laboratories has shown that the key to increasing productivity is the avoidance of multiple types of equipment and analytical procedures. In a laboratory where the routine range of colorimetric determinants requires the use of a range of instruments with restricted test menu, low throughput and multiple calibration/maintenance needs, the workflow involves several processes which are labor intensive, subject to potential error, and costly to operate.

These include:

- The need to produce separate work-lists/load-lists for the different analyzers, with associated test order entry.
- The splitting of samples and maintaining integrity of identity of the sub-aliquots.
- Separate calibration, operation, and quality control regimens on multiple analyzers.
- Collating results from multiple analyzers for final reports, possibly with multiple interfaces to LIMS.

When these elements are rigorously costed, inclusive of personnel time, instrument maintenance costs, space requirements, duplicated consumables, I.T. costs, etc., it becomes clear that the overall cost of analysis per sample is greatly reduced by consolidating the workflow onto a single nutrients system. Thus, the design specification of the SEAL Analyzers was to develop a family of units based on a standard software platform, utilizing the same range of chemistries, which have the breadth of test menu, speed of throughput, and flexibility to process a workload that would otherwise require a combination of different contemporary analyzers and manual assay techniques.

Equally, it is a requirement that any analyzer selected meets the analytical performance criteria set out by the US EPA and other Standard bodies. Whereas, many contemporary analyzers in this market are required to operate at the extreme edge of their detection capability to meet these limits, the SEAL Analyzers routinely meet these criteria.

Finally, SEAL recognizes that the environment within which our systems operate is subject to change, whether from new technical demands, regulatory affairs, or changing practices of the Water & Environmental Industry. Therefore, we commit continuing resources to system development, including hardware enhancements, applications, software and chemistry methods.

Environmental Policy

SEAL is a manufacturer of high-quality automated analyzers and supplier of reagent systems for use in the Water, Soils and Environmental analysis sectors. The Company is aware that its products do have an impact on the environment in both the production and end-user stages of the product life cycle. The Company is therefore making every effort to determine the environmental impact of its operation and products and, where possible, implement a policy of reduction.

Specifically:

- Design new reagents and analyzers to take account of environmental issues such as waste production, power consumption, and low heat dissipation.
- Reformulate reagent systems to reduce harmful waste without affecting analytical performance.
- Provide full COSHH safety data on all products.
- Recycle, where practical, in-house produced waste.
- Minimize energy consumption within the factory and in the transport provided to employees.

Environmental Issues

- Discrete analysis by definition uses less than 10% of the reagents used by Continuous Flow systems.

AQ400 Training

The AQ400 system and software design has been strongly influenced by listening to SEAL users and regulatory requirements. As a result, the system is easy and intuitive to use. An on-site training course is conducted at installation covering the following aspects of the system:

- Introduction
- Hardware overview
- Principles of operation
- Daily routine
- System software operation, including:
  Test parameters, Reagent parameters, Standard definition, QC definition, Scheduling, Routine running Acceptance, Data storage routines LIMS interface
- Analyzer routine maintenance
- Troubleshooting/corrective maintenance
- Method Applications

Warranty Policy:

- Subject to the conditions set out below, the Company warrants that the Goods will correspond with their specification at the time of delivery and will be free from defects in material and workmanship for a period of 12 months from the date of the initial use or 15 months from delivery, whichever is the first to expire.
- The above warranty given by the Company subject to the following conditions:
- The Company shall be under no liability in respect of any defect in the Goods arising from any drawings, design or specification supplied by the Buyer;
- The Company shall be under no liability in respect of any defect arising from fair wear and tear, willful damage, negligence, abnormal working conditions, failure to follow the Company's instruction (whether oral or in writing) (including instructions regarding preventative maintenance), misuse or alteration or repair of the Goods without the Company's approval;
- The Company shall be under no liability under the above warranty (or any other warranty, conditions of guarantee) if the total price of the Goods has not been paid by the due date of payment;
- The above warranty does not extend to parts, materials or equipment not manufactured by the Company, in respect of which the Buyer shall only be entitled to the benefit of any such warranty or guarantee as is given by the manufacturer to the Company.
- Any claim by the Buyer which is based on any defect in the quality or condition of the Goods or their failure to correspond with specification shall (whether or not delivery is refused by the Buyer) be notified by the Company within 7 days from the date of delivery (where the defect or failure was not apparent on reasonable inspection) within a reasonable time within discovery of the defect or failure. If delivery is not refused and the Buyer does not notify the Company accordingly, the Buyer shall not be entitled to reject the Goods and the Company shall have no liability for such defects or failure and the Buyer shall be bound to pay the price as if the Goods had been delivered in accordance with the Contract.
- Where any valid claim in respect of any of the Goods which is based on any defect in the quality of condition of the Goods or their failure to meet specification is notified to the Company in accordance with these Conditions, the Company shall be entitled to replace the Goods (or the part in question) free of charge, at the Company's sole discretion, refund to the Buyer the price of the Goods (or a proportionate part of the price), but the Company shall have no further liability to the Buyer.
- Except in respect of the death or personal injury caused by the Company's negligence, the Company shall not be liable to the Buyer by reason of any representation, or any implied warranty, condition or other term, or any duty at common law, or under the express terms of the Contract, for any consequential loss or damage (whether for loss of profit or otherwise), costs expenses or other claims for consequential compensation whatsoever (and whether caused by the negligence of the Company, its employees or agents or otherwise) which arise out of or in connection with the supply of Goods or their use resale by the Buyer except as expressly provided in these Terms.
- The Company shall not be liable to the Buyer or be deemed to be in breach of the Contract by reason of any delay in performing, or any failure to perform, any of the Company's obligations in relation to the Goods, if the delay or failure was due to any cause beyond the Company's reasonable control. Without prejudice to the generality of the foregoing, the following shall be regarded as causes beyond the Company's reasonable control; Act of God, explosion, flood, tempest, fire or accident; war or threat of war, sabotage, insurrection, civil disturbance or requisition, acts, requisition, regulations, bye laws, prohibition or measures of any kind of the part of any Governmental, Local Authority; import or export regulations or embargo's, strike, lock-outs or other industrial actions or trade disputes (whether involving employees of the Company or of a third party); difficulties in obtaining raw materials, labor, fuel, parts or machinery; power failure or breakdown in machinery.

.

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-26-0359) – Guardrail Installation, Repair, Replacement, and Related Traffic Barrier Services (Indefinite Delivery/Indefinite Quantity) for the Washington County Highway Department and the Washington County Engineering Department

PRESENTATION DATE: November 17, 2026

PRESENTATION BY: Brandi Kentner, CPPO, Director – Office of Procurement, Zane Rowe, Deputy Director, Public Works – Highways, Doug Levine, Supervisor of Operations, Washington County Highway Dept

RECOMMENDED MOTION: Move to authorize by Resolution the Washington County Highway Department and the Engineering Department to purchase guardrail installation, repair, replacement, and related traffic barrier services from L.S. Lee Inc. of York, PA. The contract will be structured as an Indefinite Delivery/Indefinite Quantity agreement for a three-year period, with two optional one-year renewals. Purchases will be made on an as-needed basis through the appropriate process and funding source. Pricing will be based on the discounted unit prices awarded by the State Highway Administration under Contract No. 477D11428 through a competitively bid process.

REPORT-IN-BRIEF: The Washington County Highway Department and the Engineering Department require an on-call contractor(s) to furnish all labor, equipment, materials, and incidentals necessary to install, repair, replace, adjust, and remove traffic barrier systems and related roadway safety hardware at various locations throughout Washington County.

The County routinely encounters guardrail damage resulting from vehicle crashes, roadway improvement projects, roadway maintenance activities, drainage improvements, capital projects, and safety upgrades. Because locations and quantities cannot be accurately predicted in advance, an indefinite quantity, indefinite delivery contract is the most efficient procurement method.

An Indefinite Delivery, Indefinite Quantity (IDIQ) contract is a type of government contract that provides for an indefinite quantity of supplies or services during a fixed period of time, where the exact times and total quantities of future deliveries are not known when the contract is awarded.

DISCUSSION: 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 party to the original contract. The State Highway Administration took the lead in soliciting the resulting agreement. If the Board of County Commissioners determines that participation by Washington County would result in cost benefits or administrative efficiencies, it could approve the use of this contract in accordance with the Public Local Laws referenced above by resolving that participation would result in cost benefits or in administrative efficiencies.

The County will benefit from direct cost savings in the purchase of the materials and service because of the economies of scale this buying group leveraged. I am confident that any bid received as a result of an

independent County solicitation would exceed the spending savings that the State Highway Administration contract provides through this agreement. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting, and evaluating a bid. These savings/cost avoidance would, I believe, be significant.

FISCAL IMPACT: Funds are available in the Highway Department's account for Roads Maintenance 525000-10-20020 and, when necessary, for insurance claims 515350-20-20020 for this purchase. Various accounts shall be used appropriately by the Engineering Office depending on the project.

CONCURRENCES: Andrew Eshleman, Director of Public Works

ALTERNATIVES:

1. Process a formal bid and the County could incur a higher cost for the purchase, or
2. Do not award the purchase of the equipment.

ATTACHMENTS: Resolution No. RS-2026 and Bid Item pricing.

AUDIO/VISUAL NEEDS: N/A

RESOLUTION NO. RS-2026-

(Intergovernmental Cooperative Purchase [INTG-26-0359] Guardrail Installation, Repair, Replacement, and Related Traffic Barrier Services [Indefinite Delivery/Indefinite Quantity] for the Washington County Highway Department)

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 Highways Department seeks to purchase guardrail installation, repair, replacement, and related traffic barrier services from L.S. Lee Inc. of York, Pennsylvania, under a contract structured as an "Indefinite Delivery/Indefinite Quantity Agreement" for a three-year period with two optional one-year renewal purchases. Purchases will be made on an as-needed basis through the appropriate process and funding source. Pricing will be based on the discounted unit prices awarded to the State Highway Administration under Contract No. 477D11428.

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 Highways Department is hereby authorized to purchase guardrail installation, repair, replacement, and related traffic barrier services from L.S. Lee Inc. of York, Pennsylvania, under a contract structured as an "Indefinite Delivery/Indefinite Quantity Agreement" for a three-year period with two optional one-year renewal purchases. Purchases will be made on an as-needed basis through the appropriate process and funding source. Pricing

will be based on the discounted unit prices awarded to the State Highway Administration under Contract No. 477D11428.

Adopted and effective this ____ day of November, 2026.

ATTEST:

_____
Dawn L. Marcus, County Clerk

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

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

Bid Items

Line Number	Item Number	Quantity Unit	Unit Price	Extension Price
Section 0001 477D11428				
1001	100000-EA	2.000 EA	$100.00000	$200.00
	. OUT OF DISTRICT MOBLIZATION			
1002	104271	84.000 UD	$200.00000	$16,800.00
	TEMPORARY PORTABLE RUMBLE STRIPS			
2001	203030	5.000 CY	$10.00000	$50.00
	TEST PIT EXCAVATION			
6001	600000-EA	3.000 EA	$500.00000	$1,500.00
	. GALV. RUB RAIL BRIDGE ATTACHMENT			
6002	600000-EA	50.000 EA	$500.00000	$25,000.00
	. GALVINAZED HIGHT TRANS. SECTION (MASH)			
6003	600000-EA	1.000 EA	$4,500.00000	$4,500.00
	. TYPE C ENDTREATMENT M FLEET			
6004	600000-EA	20.000 EA	$3,000.00000	$60,000.00
	. TYPE E ENDTREATMENT REPAIR EA BAY ANY TYPE			
6005	600000-EA	3.000 EA	$15,000.00000	$45,000.00
	. TYPE E TRANSITION			
6006	606010	6.000 EA	$10.00000	$60.00
	TRAFFIC BARRIER W-BEAM ONE-SIDED FLARED END TREATMENT (TYPE B) SPARE PARTS PACKAGE			
6007	606017	50.000 EA	$4,000.00000	$200,000.00
	TRAFFIC BARRIER W-BEAM ONE-SIDED END TREATMENT (TYPE C)			
6008	606018	35.000 EA	$4,000.00000	$140,000.00
	TRAFFIC BARRIER W-BEAM ONE-SIDED END TREATMENT (TYPE C) SPARE PARTS PACKAGE			
6009	606025	15.000 EA	$1,850.00000	$27,750.00
	TRAFFIC BARRIER W-BEAM ONE-SIDED DOWNSTREAM END TREATMENT TYPE K			
6010	606040	15.000 EA	$12,000.00000	$180,000.00
	TRAFFIC BARRIER TWO-SIDED END TREATMENT AND CRASH CUSHION TYPE D			
6011	606042	15.000 EA	$10,000.00000	$150,000.00
	TRAFFIC BARRIER TWO-SIDED END TREATMENT AND CRASH CUSHION TYPE D SPARE PARTS PACKAGE			
6012	606045	12.000 EA	$14,000.00000	$168,000.00
	. TRAFFIC BARRIER TWO-SIDED END TREATMENT AND CRASH CUSHION TYPE E			
6013	606081	5.000 EA	$1,500.00000	$7,500.00
	TRAFFIC BARRIER W-BEAM RADIUS ANCHORAGE (TYPE L)			
6014	660482	4000.000 LF	$30.00000	$120,000.00
	TRAFFIC BARRIER W BEAM USING 6 FOOT POST			
6015	660483	400.000 EA	$10.00000	$4,000.00
	TRAFFIC BARRIER W BEAM 6 FOOT POST			
6016	660650	2000.000 LF	$40.00000	$80,000.00
	TRAFFIC BARRIER W BEAM USING 8 FOOT POST			
6017	660651	200.000 EA	$20.00000	$4,000.00
	TRAFFIC BARRIER W BEAM 8 FOOT POST			
6018	660670	300.000 LF	$35.00000	$10,500.00

		TRAFFIC BARRIER W BEAM PANEL		
6019	660672	2000.000 LF	$45.00000	$90,000.00
		TRAFFIC BARRIER W BEAM PANEL REPLACEMENT		
6020	660782	3000.000 LF	$42.00000	$126,000.00
		TRAFFIC BARRIER W BEAM MEDIAN BARRIER		
6021	661380	10.000 EA	$50.00000	$500.00
		TRAFFIC BARRIER W BEAM ANCHORAGE AT STRUCTURE		
6022	661387	3.000 EA	$50.00000	$150.00
		TRAFFIC BARRIER W BEAM ANCHORAGE AT BRIDGE END POST OR CONCRETE TRAFFIC BARRIER SINGLE FACE		
6023	661390	9.000 EA	$2,500.00000	$22,500.00
		TRAFFIC BARRIER THRIE BEAM ANCHORAGE AT BRIDGE END POST		
6024	661550	50.000 CY	$100.00000	$5,000.00
		SHOULDER GRADING ADJUSTMENT FOR TRAFFIC BARRIER END TREATMENT		
6025	661565	15.000 EA	$10.00000	$150.00
		REMOVE AND RESET TRAFFIC BARRIER END TREATMENT-ANY TYPE		
6026	662135	600.000 LF	$45.00000	$27,000.00
		TRAFFIC BARRIER W BEAM RADIUS PANEL		
6027	662182	3000.000 LF	$1.00000	$3,000.00
		REMOVE AND RESET EXISTING TRAFFIC BARRIER W BEAM		
6028	662325	4000.000 LF	$20.00000	$80,000.00
		REMOVAL AND DISPOSAL OF EXISTING TRAFFIC BARRIER W BEAM		
6029	670205	500.000 EA	$4.00000	$2,000.00
		RAIL RIDERS TRAFFIC BARRIER W BEAM REFLECTIVE DELINEATORS		
6030	670210	260.000 EA	$40.00000	$10,400.00
		POST MOUNTED DELINEATOR		
6031	699005	2500.000 LF	$15.00000	$37,500.00
		REALIGN EXISTING TRAFFIC BARRIER W BEAM		
6032	699010	600.000 EA	$7.00000	$4,200.00
		TRAFFIC BARRIER POST OFFSET BLOCK		
Section 0001 Total				$1,653,260.00
Item Total				$1,653,260.00

Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-26-0352) - Microsoft Office 365 Licensing - EXTENSION

PRESENTATION DATE: November 17, 2026

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

RECOMMENDED MOTION: Move to authorize the three year contract agreement with Software House International at the pricing previously provided. The increase in the Microsoft Office 365 renewal cost is not the result of vendor markup by SHI but is primarily due to Microsoft's published licensing price increases that became effective July 1, 2026. SHI confirmed that these increases were implemented by Microsoft across its licensing programs and are reflected in renewal pricing. SHI was asked if they would extend the current contract to allow for the county to prepare a public solicitation but has declined.

The increase reflects Microsoft's manufacturer-issued pricing changes effective July 2026, not an increase in reseller margins. The County continues to leverage a nationally awarded cooperative purchasing contract that provides discounted pricing while avoiding the administrative costs of a separate procurement. This renewal maintains essential Countywide communication, productivity, cloud storage, and telephone services relied upon by every department.

ORIGINALLY PROPOSED AWARD: Move to authorize by Resolution, the approval for the procurement of a licensing Agreement for the total sum of $1,269,064.23 over a three (3) year period from Software House International (SHI) of Somerset, NJ.; based on the pricing structure awarded by Omnia Partners contract #2024056-02. The pricing for the next three years has increased by roughly 29% compared to the previous three-year period. Pricing can fluctuate on a yearly basis due to the addition or deletion of required licensing for per county requirements.

Year 1 12/01/2026- 11/30/2027	Year 2 12/01/2027- 11/30/2028	Year 3 12/01/2028- 11/30/2029
$423,021.41	$423,021.41	$423,021.41
		(3) Year Total $1,269,064.23

REPORT-IN-BRIEF: 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 the licensing 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 the licensing 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 licensing by utilizing the State of Maryland/Omnia Partners contract and eliminating our county's bid process would result in administrative and cost savings for the Department of Information and Technology.

The County will enter into a thirty-six (36) month agreement on December 1, 2026. The coverage term shall run for the term of December 1, 2026, through November 30, 2027; with two additional one-year periods. The department will have to budget for years two and three. **The Office 365 suite of products offered by Microsoft supplies the County with its phones, email services, document editing software suite, and cloud storage of documents and data used by all County departments.**

DISCUSSION: Washington County Information Systems is requesting this purchase to renew the licensing contract for continued years of service. The renewal of this contract with sufficient time for all parties to complete the necessary agreements is critical to avoid interruption of County email, telephone services, and document retention across all departments.

FISCAL IMPACT: Funding is available in the Department of Information Technology account 515180-10-11000 for this expenditure.

CONCURRENCES: Josh O'Neal, Chief Technical Officer

ALTERNATIVES: N/A

ATTACHMENTS: SHI's Quote #281439636 dated 10/29/2026, Resolution and email requesting extension dated 11/10/2026 from SHI.

AUDIO/VISUAL NEEDS: N/A

RESOLUTION NO. RS-2026-

(Intergovernmental Cooperative Purchase [INTG-26-0352] Microsoft Office 365 Licensing

RECITALS

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

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

The Information Technology Department seeks to procure a licensing agreement for the total sum of $1,269,064.23, over a three (3) year period, from Software House International (SHI) of Somerset, New Jersey, based on the pricing structure awarded by Omnia Partners contract #2024056-02.

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

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to § 1-106.3 of the Public Local Laws, that the Information Technology Department is hereby authorized to procure a licensing agreement for the total sum of $1,269,064.23, over a three (3) year period, from Software House International (SHI) of Somerset, New Jersey, based on the pricing structure awarded by Omnia Partners contract #2024056-02.

Adopted and effective this ____ day of November, 2026.

ATTEST:

_____
Dawn L. Marcus, County Clerk

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

BY: _____
John F. Barr, President

Approved as to form
and legal sufficiency:

_____
Zachary J. Kieffer
County Attorney

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

Pricing Proposal
Quotation #: 28143936
Created On: 10/29/2026
Valid Until: 11/28/2026

MD-County of Washington

Joshua ONeal
100 W. WASHINGTON ST
RM 3300
INFO TECH
Hagerstown, MD 21740
United States
Phone: 2403132337
Email: joneal@washco-md.net

Microsoft Inside Account Manager

MS Northeast Gov
290 Davidson Avenue
Somerset, NJ 08873
Phone: 888-744-4084
Email: MSNorthEastGov@SHI.com

All Prices are in US Dollar (USD)

	Product	Qty	Retail	Your Price	Total
1	O365 G5 GCC Sub Per User - 12 Months (Year 1 of 3) Microsoft - Part#: T2N-00001 Contract Name: State of Maryland Microsoft Licensing Packages (CTR021863) Contract #: 2024056-02 Subcontract #: CTR021863 Coverage Term: 12/1/2026 - 11/30/2027 **Note:** Renewal for EA# 4843758	2	$541.20	$442.43	$884.86
2	CCAL Bridge O365 Sub Per User - 12 Months (Year 1 of 3) Microsoft - Part#: AAA-12414 Contract Name: State of Maryland Microsoft Licensing Packages (CTR021863) Contract #: 2024056-02 Subcontract #: CTR021863 Coverage Term: 12/1/2026 - 11/30/2027 **Note:** Renewal for EA# 4843758	912	$24.00	$19.62	$17,893.44
3	O365 G1 GCC Sub Per User - 12 Months (Year 1 of 3) Microsoft - Part#: U4S-00002 Contract Name: State of Maryland Microsoft Licensing Packages (CTR021863) Contract #: 2024056-02 Subcontract #: CTR021863 Coverage Term: 12/1/2026 - 11/30/2027 **Note:** Renewal for EA# 4843758	377	$132.00	$107.91	$40,682.07
4	O365 G3 GCC Sub Per User - 12 Months (Year 1 of 3) Microsoft - Part#: AAA-11894	533	$334.80	$273.70	$145,882.10

	Contract Name: State of Maryland Microsoft Licensing Packages (CTR021863) Contract #: 2024056-02 Subcontract #: CTR021863 Coverage Term: 12/1/2026 - 11/30/2027 **Note:** Renewal for EA# 4843758				
5	O365 G1 GCC Sub Per User - 12 Months (Year 1 of 3) Microsoft - Part#: U4S-00002 Contract Name: State of Maryland Microsoft Licensing Packages (CTR021863) Contract #: 2024056-02 Subcontract #: CTR021863 Coverage Term: 12/1/2026 - 11/30/2027 **Note:** Renewal for EA# 4843758	186	$132.00	$107.91	$20,071.26
6	M365 Copilot GCC Sub Add-on - 12 Months (Year 1 of 3) Microsoft - Part#: EP2-24658 Contract Name: State of Maryland Microsoft Licensing Packages (CTR021863) Contract #: 2024056-02 Subcontract #: CTR021863 Coverage Term: 12/1/2026 - 11/30/2027 **Note:** Renewal for EA# 4843758	60	$450.00	$367.88	$22,072.80
7	Visio P2 FSA GCC Renewal Sub Per User - 12 Months (Year 1 of 3) Microsoft - Part#: 9K4-00003 Contract Name: State of Maryland Microsoft Licensing Packages (CTR021863) Contract #: 2024056-02 Subcontract #: CTR021863 Coverage Term: 12/1/2026 - 11/30/2027 **Note:** Renewal for EA# 4843758	1	$144.00	$117.72	$117.72
8	Visio P2 GCC Sub Per User - 12 Months (Year 1 of 3) Microsoft - Part#: P3U-00001 Contract Name: State of Maryland Microsoft Licensing Packages (CTR021863) Contract #: 2024056-02 Subcontract #: CTR021863 Coverage Term: 12/1/2026 - 11/30/2027 **Note:** Renewal for EA# 4843758	1	$169.20	$138.32	$138.32
9	Universal Print GCC Sub Per User - 12 Months (Year 1 of 3) Microsoft - Part#: KBK-00001 Contract Name: State of Maryland Microsoft Licensing Packages (CTR021863) Contract #: 2024056-02 Subcontract #: CTR021863 Coverage Term: 12/1/2026 - 11/30/2027 **Note:** Renewal for EA# 4843758	10	$45.60	$37.28	$372.80

10	Azure Monetary Commitment Provision - 12 Months (Year 1 of 3) Microsoft - Part#: AAA-35418 Contract Name: State of Maryland Microsoft Licensing Packages (CTR021863) Contract #: 2024056-02 Subcontract #: CTR021863 Coverage Term: 12/1/2026 - 11/30/2027 **Note:** Renewal for EA# 4843758	1	$0.00	$0.00	$0.00
11	Intune Endpoint Privilege Management for Gov Sub Per User - 12 Months (Year 1 of 3) Microsoft - Part#: EP2-01807 Contract Name: State of Maryland Microsoft Licensing Packages (CTR021863) Contract #: 2024056-02 Subcontract #: CTR021863 Coverage Term: 12/1/2026 - 11/30/2027 **Note:** Renewal for EA# 4843758	3	$39.60	$32.37	$97.11
12	Intune P1 Gov Sub AP Per User - 12 Months (Year 1 of 3) Microsoft - Part#: 3QA-00008 Contract Name: State of Maryland Microsoft Licensing Packages (CTR021863) Contract #: 2024056-02 Subcontract #: CTR021863 Coverage Term: 12/1/2026 - 11/30/2027 **Note:** Renewal for EA# 4843758	881	$85.20	$69.65	$61,361.65
13	O365 Extra File Storage GCC Sub Add-on Extra Storage 1 GB - 12 Months (Year 1 of 3) Microsoft - Part#: M9T-00002 Contract Name: State of Maryland Microsoft Licensing Packages (CTR021863) Contract #: 2024056-02 Subcontract #: CTR021863 Coverage Term: 12/1/2026 - 11/30/2027 **Note:** Renewal for EA# 4843758	1024	$2.76	$2.26	$2,314.24
14	Phone Resource Account GCC Sub Phone System Virtual User - 12 Months (Year 1 of 3) Microsoft - Part#: RMU-00004 Contract Name: State of Maryland Microsoft Licensing Packages (CTR021863) Contract #: 2024056-02 Subcontract #: CTR021863 Coverage Term: 12/1/2026 - 11/30/2027 **Note:** Renewal for EA# 4843758	116	$0.00	$0.00	$0.00
15	Planner & Project P3 GCC Sub Per User - 12 Months (Year 1 of 3) Microsoft - Part#: 7MS-00001 Contract Name: State of Maryland Microsoft Licensing Packages (CTR021863) Contract #: 2024056-02	5	$337.20	$275.66	$1,378.30

	Subcontract #: CTR021863 Coverage Term: 12/1/2026 - 11/30/2027 **Note:** Renewal for EA# 4843758				
16	Teams AC with Dial Out US/CA GCC Sub Add-on - 12 Months (Year 1 of 3) Microsoft - Part#: NYH-00001 Contract Name: State of Maryland Microsoft Licensing Packages (CTR021863) Contract #: 2024056-02 Subcontract #: CTR021863 Coverage Term: 12/1/2026 - 11/30/2027 **Note:** Renewal for EA# 4843758	1096	$0.00	$0.00	$0.00
17	Teams Domestic Calling Plan GCC Sub 120 Min Per User - 12 Months (Year 1 of 3) Microsoft - Part#: LM9-00003 Contract Name: State of Maryland Microsoft Licensing Packages (CTR021863) Contract #: 2024056-02 Subcontract #: CTR021863 Coverage Term: 12/1/2026 - 11/30/2027 **Note:** Renewal for EA# 4843758	660	$79.20	$63.36	$41,817.60
18	Teams Phone Standard GCC Sub Per User - 12 Months (Year 1 of 3) Microsoft - Part#: LK9-00003 Contract Name: State of Maryland Microsoft Licensing Packages (CTR021863) Contract #: 2024056-02 Subcontract #: CTR021863 Coverage Term: 12/1/2026 - 11/30/2027 **Note:** Renewal for EA# 4843758	522	$109.20	$89.27	$46,598.94
19	Teams Shared Space GCC Sub Per Device - 12 Months (Year 1 of 3) Microsoft - Part#: KXJ-00001 Contract Name: State of Maryland Microsoft Licensing Packages (CTR021863) Contract #: 2024056-02 Subcontract #: CTR021863 Coverage Term: 12/1/2026 - 11/30/2027 **Note:** Renewal for EA# 4843758	290	$90.00	$73.58	$21,338.20
				Total	$423,021.41

Additional Comments

Purchasing Microsoft Azure Services
Customer may purchase Microsoft Azure Services from SHI in one or a combination of the following ways: Azure Prepayment: Customer will have access to its entire Azure prepayment throughout the term of its Enrollment if Customer agrees to be invoiced for the full amount upfront (the "Fully Prepaid Option"). Alternatively, if Customer elects to be invoiced for its Azure prepayment on an annual basis, Customer will have access to an Allocated Annual prepayment each year of the Enrollment (the "Annually Prepaid Option"). Under the Fully Prepaid Option, any unused Azure prepayment will be forfeited at the end of the Enrollment, and under the

Annually Prepaid Option, any unused Allocated Annual prepayment will be forfeited on the following Enrollment anniversary date.
Using Azure prepayment: Each month, Microsoft will deduct from Customer's Azure prepayment (or Allocated Annual prepayment, if applicable) the monetary value of Customer's usage of eligible Microsoft Azure Services. Once Customer's Azure prepayment (or Allocated Annual prepayment, if applicable) balance has been exhausted, any additional usage will be invoiced at Consumption Rates (as described below).
Invoicing Azure prepayment: If Customer elects the Fully Prepaid Option, Azure prepayment will be invoiced immediately. If Customer elects the Annually Prepaid Option, the first Allocated Annual prepayment will be invoiced immediately, and future Allocated Annual prepayments will be invoiced on the anniversary of the Enrollment effective date.
Invoicing Azure prepayment overage: If Customer's usage is higher than either its Azure prepayment under the Fully Prepaid Option or its Allocated Annual prepayment under the Annually Prepaid Option, such excess will be invoiced at Consumption Rates to Customer at the end of each Enrollment month.
Consumption: Customer pays based on the amount of Microsoft Azure Services consumed during a billing period.
Consumption invoicing: If Customer provisions Microsoft Azure Services without an Azure prepayment, SHI will invoice customer in the following month of usage at Consumption Rates. All usage of the Microsoft Azure Services after the expiration or termination of Customer's subscription term will be invoiced by SHI to Customer at then-current Consumption Rates monthly.
SHI will invoice eligible Microsoft Azure Services at the contracted mark-up. Please refer to the Azure Portal or Pricing Calculator for more information on availability: https://azure.microsoft.com/en-us/pricing/calculator/
Microsoft Licenses will typically be available 24-72 hours after receiving order confirmation from SHI.
Please note that for new Microsoft GOV Cloud (GCC) products being added on to your agreement, licenses will be available estimated 4-8 days after processing at SHI.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

Payment Schedule
Year 1: 12/01/2026 – 11/30/2027: $423,021.41
Year 2: 12/01/2027 – 11/30/2028: $423,021.41
Year 3: 12/01/2028 – 11/30/2029: $423,021.41

Total: $1,269,064.23

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

From: Eric Discepolo
To: Repp, Crista
Cc: O"Neal, Joshua; Kentner, Brandi
Subject: RE: Microsoft O365 Renewal
Date: Tuesday, November 10, 2026 1:08:21 PM
Attachments: image003.png

You don't often get email from eric_discepolo@shi.com. Learn why this is important

WARNING!! This message originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.
Any claims of being a County official or employee should be disregarded.

Hi Crista,
The price increases are due to Microsoft. Microsoft published an article covering all their price increases that happened on **7/1/26**, see more here: https://www.microsoft.com/en-us/licensing/news/2026-m365-packaging-pricing-updates

SHI is using the same state procurement contract framework used for multiple renewal cycles, so the county can be confident they are receiving the same discounted rates as before.

SHI cannot extend your current Microsoft EA. That is set to expire on 11/30/26.

Thanks,

Eric Discepolo
PubSec Microsoft Account Executive
Global HQ: 290 Davidson Ave, Somerset, NJ 08873
Office: +17326527688

You can unsubscribe from sales communications here.
Your preferences will be updated promptly. For more information, please review our Privacy Policy.

From: Repp, Crista <CRepp@washco-md.net>
Sent: Tuesday, November 10, 2026 12:20 PM
To: Eric Discepolo <eric_discepolo@shi.com>
Cc: O'Neal, Joshua <joneal@washco-md.net>; Kentner, Brandi <bnaugle@washco-md.net>
Subject: Microsoft O365 Renewal

External Sender: Use caution with links/attachments.

Good afternoon Eric,

Our Purchasing Department presented the MS Quote to the Board of County Commissioners this morning for approval.
We had a Commissioner requested that we put the Microsoft renewal out for bid due to the increased cost

from last year. For us to have time to go through that process, we would need to request that SHI extend our Microsoft contract for an additional 6 months.

Is this something that SHI is able/willing to do?
Please advise.

Thank you,
Crista

Washington County MARYLAND
Crista Repp
Washington County Info Tech
Tech Support Analyst II
crepp@washco-md.net
240-313-2267

Open Session Item

SUBJECT: Contract Award (PUR-1839) for Gasoline, Diesel Fuel, and Heating Oil Deliveries

PRESENTATION DATE: November 17, 2026

PRESENTATION BY: Carin Bakner, CPPB, Buyer, Office of Procurement; Zane Rowe, Deputy Director, Washington County Highway Department

RECOMMENDED MOTION: Move to award the bids for gasoline, diesel fuel, and heating oil transport and tank-wagon deliveries under six (6) separate contracts to the responsive, responsible bidders who submitted the lowest bids. Item No. 9 of the bid will be contingent upon individual departmental requirements.

1. Contract for **gasoline tank-wagon deliveries** to **AC&T Company, Inc.** of **Hagerstown, MD,** at the unit bidder factor prices as stated in its bid dated October 27, 2026.

2. Contract for **gasoline transport deliveries** to **Petroleum Traders Corporation** of **Fort Wayne, IN,** at the unit bidder factor prices as stated in its bid dated October 26, 2026.

3. Contract for **diesel tank-wagon deliveries** to **AC&T Company, Inc.** of **Hagerstown, MD,** at the unit bidder factor prices as stated in its bid dated October 27, 2026.

4. Contract for **diesel transport deliveries** to **Petroleum Traders Corporation** of **Fort Wayne, IN,** at the unit bidder factor prices stated in its bid dated October 28, 2026.

5. Contract for **heating oil tank-wagon deliveries** to **AC&T Company, Inc.** of **Hagerstown, MD**, at the unit bidder factor prices as stated in its bid dated October 27, 2026.

6. Contract for **heating oil transport deliveries** to **Petroleum Traders Corporation** of **Fort Wayne, IN**, at the unit bidder factor prices as stated in its bid dated October 26, 2026.

REPORT-IN-BRIEF: The following tabulations attached were made from the bids received on October 28, 2026, based on the bid factor submitted for the contract period that is tentatively to begin on December 1, 2026, and end on November 30, 2027. The contracts are for a one (1) year term with no option to renew. These are requirements contracts, and the County guarantees neither a maximum nor a minimum quantity.

The Invitation to Bid was advertised on the State of Maryland's eMMA *"eMaryland Marketplace Advantage"* website and the County's online bidding website (Ionwave/Euna). Eleven (11) persons/companies accessed the bid document online, and seven (7) bids were received. The bids were evaluated based on the bidder's bid factor, with Mansfield Oil Company of Gainesville deemed non-responsive due to the proposed Winter Additive not meeting the specifications as listed in the bid document. Tanker Transport deliveries have a minimum order quantity of 5,000 gallons. Tank-Wagon deliveries will be any order under 5,000 gallons.

DISCUSSION: The contract requirements for the City of Hagerstown, Washington County Public Schools and Hagerstown Community College are also included in the above recommendations. Those entities will also make their own formal contract awards.

FISCAL IMPACT: Funds are available in various departmental operating budgets for this service.

CONCURRENCES: N/A

ATTACHMENTS: Bid Tabulation

PUR-1839

Bulk Gasoline, Diesel Fuel and Heating Oil Deliveries

				Petroleum Traders Corporation Fort Wayne, IN	Mansfield Oil Company of Gainesville Gainesville, GA	Campbell Oil Company Elizabethtown, NC
Line #	**Description**	**QTY**	**UOM**	**Unit**	**Unit**	**Unit**
1	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Tank-wagonOpis Newsletter Price As of9-21-26$3.3755Approximate Usage105,850	1	BID FACTOR	No Bid	No Bid	No Bid
2	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Tank-wagonOpis Newsletter Price 9-21-26$3.6065Approximate Usage6,821	1	BID FACTOR	No Bid	No Bid	No Bid
3	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) TransportOpis Newsletter PriceAs of9-21-26$3.3755Approximate Usage254,000	1	BID FACTOR	-$0.0913	-$0.0511	-$0.0205
4	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) TransportOpis Newsletter PriceAs of9-21-26$3.6065Approximate Usage145,000	1	BID FACTOR	-$0.1253	-$0.047	-$0.0296
5	No. 2-D Diesel Ultra Low SulfurTank-wagonOpis Newsletter Price As of9-21-26$5.4107Approximate Usage70,678	1	BID FACTOR	No Bid	No Bid	No Bid
6	No. 2-D Diesel Ultra Low SulfurTransportOpis Newsletter Price As of 9-21-26$5.4107Approximate Usage717,000	1	BID FACTOR	-$0.0254	-$0.0265	$0.0188
7	Heating OilTank-WagonOpis Newsletter PriceAs of9-21-26$5.2590Approximate Usage120,750	1	BID FACTOR	No Bid	No Bid	No Bid
8	Heating OilTransportOpis Newsletter PriceAs of9-21-26$5.2590Approximate Usage118,000	1	BID FACTOR	-$0.0022	$0.0821	$0.0418
9	Please add a note containing the required information below:Winter Chemical Additive Protection (cost per gallon): $Winter Chemical Additive Protection Product Name:Manufacturer's Name:	1	EA	$0.05	$0.04	$0.035
10	Bidder's Factor (Mark-Up) 1. This is the bidding basis and should include only profit, Labor, off-loading, overhead and transportation charges.2. This differential shall not include any taxes.3. Bidders may not change or add any other designations for tank wagon or transport deliveries4. The quantities listed are estimates based on past usage. Quantities may change throughout the contract period.5. Locations may be added or deleted by each entity during the life of the contract.					

Supplier Notes

Line # Supplier

9 **Petroleum Traders Corporation** - Product Name: 137ULSWManufacturer Name: Schaeffer

9 **Mansfield Oil Company of Gainesville** - Arsenal Coldpro

3 **Campbell Oil Company** - Bid differential is a minus (discount) of .0205. OPIS 3.3755+ (.0205) is a 3.3550

4 Bid differential is a minus (discount) of .0296. OPIS 3.6065 + .0296 is a 5.4295

6 Bid differential is a plus .0188. OPIS 5.4107 + .0188 is a 5.4295

8 Bid differential is a plus .0418 OPIS 5.2590 + .0418 = 5.3008

PUR-1839

Bulk Gasoline, Diesel Fuel and Heating Oil Deliveries

				AC&T Company, Inc. Hagerstown, MD	Colonial Oil Industries, Inc. Savannah, GA
Line #	**Description**	**QTY**	**UOM**	**Unit**	**Unit**
1	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Tank-wagonOpis Newsletter Price As of9-21-26$3.3755Approximate Usage105,850	1	BID FACTOR	$0.2575	$0.456
2	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Tank-wagonOpis Newsletter Price 9-21-26$3.6065Approximate Usage6,821	1	BID FACTOR	$0.2575	$0.485
3	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) TransportOpis Newsletter PriceAs of9-21-26$3.3755Approximate Usage254,000	1	BID FACTOR	$0.03	-$0.075
4	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) TransportOpis Newsletter PriceAs of9-21-26$3.6065Approximate Usage145,000	1	BID FACTOR	$0.03	-$0.0695
5	No. 2-D Diesel Ultra Low SulfurTank-wagonOpis Newsletter Price As of9-21-26$5.4107Approximate Usage70,678	1	BID FACTOR	$0.2575	$0.475
6	No. 2-D Diesel Ultra Low SulfurTransportOpis Newsletter Price As of 9-21-26$5.4107Approximate Usage717,000	1	BID FACTOR	$0.049	$0.0045
7	Heating OilTank-WagonOpis Newsletter PriceAs of9-21-26$5.2590Approximate Usage120,750	1	BID FACTOR	$0.2295	$0.475
8	Heating OilTransportOpis Newsletter PriceAs of9-21-26$5.2590Approximate Usage118,000	1	BID FACTOR	$0.1295	$0.0143
9	Please add a note containing the required information below:Winter Chemical Additive Protection (cost per gallon): $Winter Chemical Additive Protection Product Name:Manufacturer's Name:	1	EA	$0.05	$0.0275
10	Bidder's Factor (Mark-Up) 1. This is the bidding basis and should include only profit, Labor, off-loading, overhead and transportation charges.2. This differential shall not include any taxes.3. Bidders may not change or add any other designations for tank wagon or transport deliveries4. The quantities listed are estimates based on past usage. Quantities may change throughout the contract period.5. Locations may be added or deleted by each entity during the life of the contract.				

Supplier Notes

Line # Supplier

2 **AC&T Company, Inc.** - no 89 octane gas storage at bulk plant. HCCC was notified and has been receiving 87 octane gas delivreries

PUR-1839

Bulk Gasoline, Diesel Fuel and Heating Oil Deliveries

				Gresham Petroleum Company Indianola, MS	Pinnacle Petroleum, Inc. Huntington Beach, CA
Line #	**Description**	**QTY**	**UOM**	**Unit**	**Unit**
1	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Tank-wagonOpis Newsletter Price As of9-21-26$3.3755Approximate Usage105,850	1	BID FACTOR	$0.50	$0.6834
2	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Tank-wagonOpis Newsletter Price 9-21-26$3.6065Approximate Usage6,821	1	BID FACTOR	$0.50	$0.5156
3	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) TransportOpis Newsletter PriceAs of9-21-26$3.3755Approximate Usage254,000	1	BID FACTOR	-$0.0497	-$0.004
4	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) TransportOpis Newsletter PriceAs of9-21-26$3.6065Approximate Usage145,000	1	BID FACTOR	-$0.0497	$0.1766
5	No. 2-D Diesel Ultra Low SulfurTank-wagonOpis Newsletter Price As of9-21-26$5.4107Approximate Usage70,678	1	BID FACTOR	$0.50	$0.7156
6	No. 2-D Diesel Ultra Low SulfurTransportOpis Newsletter Price As of 9-21-26$5.4107Approximate Usage717,000	1	BID FACTOR	$0.0313	$0.083
7	Heating OilTank-WagonOpis Newsletter PriceAs of9-21-26$5.2590Approximate Usage120,750	1	BID FACTOR	$0.50	$0.7214
8	Heating OilTransportOpis Newsletter PriceAs of9-21-26$5.2590Approximate Usage118,000	1	BID FACTOR	$0.12	$0.1273
9	Please add a note containing the required information below:Winter Chemical Additive Protection (cost per gallon): $Winter Chemical Additive Protection Product Name:Manufacturer's Name:	1	EA	$0.03	$0.035
10	Bidder's Factor (Mark-Up) 1. This is the bidding basis and should include only profit, Labor, off-loading, overhead and transportation charges.2. This differential shall not include any taxes.3. Bidders may not change or add any other designations for tank wagon or transport deliveries4. The quantities listed are estimates based on past usage. Quantities may change throughout the contract period.5. Locations may be added or deleted by each entity during the life of the contract.				

Supplier Notes

Line #	Supplier
9	**Gresham Petroleum Company** - Schaeffer Manufacturing - 137ULSWManufacturer Name: Schaeffer
9	**Pinnacle Petroleulm, Inc**. - 137ULSW (#137B) Diesel Treat 2000 Ultra Low Sulfur Winter Premium by Schaffer Manaufacturing Company

Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Bid Rejection (PUR-1840) Swimming Pool and Water/Wastewater Treatment Chemicals

PRESENTATION DATE: November 17, 2026

PRESENTATION BY: Carin Bakner, CPPB, Buyer, Office of Procurement; David Mason, Director of the Division of Environmental Management

RECOMMENDED MOTION: Move to take action, in the best interest of the County, to reject without prejudice all bids received for the Swimming Pool and Water/Wastewater Treatment Chemicals solicitation due to a misinterpretation in the posting of the bid that resulted in an inability to accurately determine the lowest responsible bidder. We are also seeking authorization to re-advertise the solicitation to ensure a fair and competitive procurement process and allow for proper evaluation of bids in accordance with the County's procurement requirements.

REPORT-IN-BRIEF: The bid was advertised on the State of Maryland's "eMaryland Marketplace Advantage" website and on the County's online bidding website on October 1, 2026. Twenty-nine (29) registrants/vendors accessed the document online, and on October 29, 2026, we opened bids received from eighteen (18) suppliers, as stated on the bid tab matrix.

DISCUSSION: N/A

FISCAL IMPACT: N/A

CONCURRENCES: David Mason, Director of the Division of Environmental Management.

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A

PUR-1840 Swimming Pool Water/Wastewater Treatment Chemicals

Line	Description	QTY	UOM	Shannon Chemical Corporation Malvern, PA	Colonial Chemical Solutions Savannah, GA	Polytec Inc. Parsippany, NJ	Premier Magnesia, LLC Waynesville, DE
1	Liquid Chlorine(City of Hagerstown)	1	1-Ton Cylinder	No Bid	No Bid	No Bid	No Bid
2	Ammonia 19%(City of Hagerstown)	1	Pound Bulk	No Bid	No Bid	No Bid	No Bid
3	Ferric Chloride(City of Hagerstown)	1	Dry Ton	No Bid	No Bid	No Bid	No Bid
4	Polymer(Washington County DWQ)	1	250-Gallon Totes	No Bid	No Bid	No Bid	No Bid
5	12.5% Sodium Hypochlorite(City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid	No Bid	No Bid
6	Powdered Activated Carbon(City of Hagerstown)	1	50-Pound Bag	No Bid	No Bid	No Bid	No Bid
7	Polyaluminum Chloride (PAC)(City of Hagerstown)	1	Wet Ton	No Bid	No Bid	No Bid	No Bid
8	Caustic Soda (Sodium Hydroxide 25%)(City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid	No Bid	No Bid
9	Sulfuric Acid 93% - 95%(City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid	No Bid	No Bid
10	Sulfuric Acid 93% - 95%(Washington County DWQ)	1	Gallon Mini Bulk	No Bid	No Bid	No Bid	No Bid
11	Sulfuric Acid 93% - 95%(Washington County DWQ)	1	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid
12	Sodium Hypochlorite(Washington County DWQ)	1	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid
13	Potassium Permanganate(City of Hagerstown and Washington County DWQ)	1	55-Pound Pail	No Bid	No Bid	No Bid	No Bid
14	Caustic Soda (Sodium Hydroxide)(Washington County DWQ)	1	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid
15	Hydrofluosilicic Acid (H2SiF6) 30%(City of Hagerstown)	1	Gallon Mini Bulk	No Bid	No Bid	No Bid	No Bid
16	Hydrofluosilicic Acid (H2SiF6) 30%(Washington County DWQ)	1	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid
17	DelPac 2000 (Polyaluminum Chloride Hydroxide Sulfate Solution) or PAX-XL6(Washington County DWQ and Town of Boonsboro)	1	Pound Bulk	No Bid	No Bid	No Bid	No Bid

Bids Due: October 29, 2026

PUR-1840 Swimming Pool Water/Wastewater Treatment Chemicals

Line	Description	QTY	UOM	Shannon Chemical Corporation Malvern, PA	Colonial Chemical Solutions Savannah, GA	Polytec Inc. Parsippany, NJ	Premier Magnesia, LLC Waynesville, DE
18	3" Tablet Chlorine (Calcium Hypochlorite)(City of Hagerstown)	1	50-100 Pound Drum	No Bid	No Bid	No Bid	No Bid
19	Sodium Hypochlorite(Washington County Parks)	1	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid
20	Cyanuric Acid(Washington County Parks)	1	Pound	No Bid	No Bid	No Bid	No Bid
21	Calcium Chloride(Washington County Parks)	1	50-Pound Container	No Bid	No Bid	No Bid	No Bid
22	Muriatic Acid(Washington County Parks and Washington County DWQ)	1	5-Gallon Pail	No Bid	No Bid	No Bid	No Bid
23	Sodium Bisulfite 38 - 40%(City of Hagerstown)	1	275 Gallon Tote	No Bid	No Bid	No Bid	No Bid
24	DelPAC 2020 (Polyaluminum Hydroxychlorosulfate Solution)(Washington County DWQ)	1	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid
25	Hydrochloric Acid(City of Hagerstown)	1	5 Gallon Pails	No Bid	No Bid	No Bid	No Bid
26	Defoamer – Anti-Foam(City of Hagerstown)	1	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid
27	Thioguard (55-65% Magnesium Hydroxide) (City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid	$3.11	$3.66
28	Methanol(City of Hagerstown) Mark-up over Methanex Index for September 2026	1	Gallon Bulk	No Bid	$2.84	No Bid	No Bid
29	Bacterial Enzymatic Powder(Washington County DWQ)	1	50-Pound Container (pound packets)	No Bid	No Bid	No Bid	No Bid
30	Poly-Orthophosphate (Solution SLI-5250)(City of Hagerstown)	1	Pound Bulk	$1.72	No Bid	No Bid	No Bid
31	50% Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid	No Bid	No Bid
32	25% Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid	No Bid	No Bid
33	DelPac 2000 (Aluminum Chloride Hydroxide Sulfate)(Washington County DWQ)	1	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid
34	Liquid Aluminum Sulfate(Washington County DWQ)	1	Gallon Bulk	No Bid	No Bid	No Bid	No Bid

Bids Due: October 29, 2026

PUR-1840 Swimming Pool Water/Wastewater Treatment Chemicals

Line	Description	QTY	UOM	Shannon Chemical Corporation Malvern, PA	Colonial Chemical Solutions Savannah, GA	Polytec Inc. Parsippany, NJ	Premier Magnesia, LLC Waynesville, DE
35	Micro C 2000(Washington County DWQ)	1	240-Gallon Totes	No Bid	No Bid	No Bid	No Bid
36	Micro C 2000(Washington County DWQ)	1	Gallon Mini Bulk	No Bid	No Bid	No Bid	No Bid
37	Polymer (Zetag 8814)(City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid	No Bid	No Bid
38	Morton Salt(City of Hagerstown)	1	Pound Bags	No Bid	No Bid	No Bid	No Bid
39	Magnetite (Washington County DWQ)	1	Pound Bulk	No Bid	No Bid	No Bid	No Bid
40	Chlorine Gas(Town of Boonsboro)	1	150 Pound Cylinder	No Bid	No Bid	No Bid	No Bid
41	Sulfur Dioxide Gas(Town of Boonsboro)	1	150 Pound Cylinder	No Bid	No Bid	No Bid	No Bid
42	Diatomaceous Earth(Town of Boonsboro)	1	50 Pound Bags	No Bid	No Bid	No Bid	No Bid
43	Carbon Dioxide(City of Hagerstown)	1	50 Pound Cylinder	No Bid	No Bid	No Bid	No Bid

Supplier Notes:

Colonial Chemical Solutions - The Colonial Chemical Solutions Methanol Bid Price is based on the September 2026 North American Methanex Index. September's price per gallon was $4.25 per gallon. The Bid Doc asks for a mark-up on the September'2026 list price. I understood this to mean input what the price per gallon would have been in September with the markup. For example, if the markup is $0.25 per gallon, then the bid price entered would by $4.50 per gallon. However, Colonial Chemical is not marking up the Sept. price per gallon. Instead, Colonial Chemical Solutions is MARKING DOWN OR DISCOUNTING the Methanex Index each month. The Bid Price is the result what would have been the September price per gallon to Hagerstown in September 2026. The exact markdown dollar amount is listed in two (2) places: in the NOTE section at Bid Price in the Line-Item Tab at Item 28 & in the 1st additional attachment "Calculations for the Monthly Price per gallon" CCS is offering and what that discount dollar amount is. Thank you, David Bogart

Remarks/Exceptions:

Colonial Chemical Solutions - Line #28 - The $2.84/gal represents a MARKDOWN of $1.41 per gallon dollar that will be consistent each month against the Methanex Monthly Price per Gallon. Please See Attached Methanol Monthly Calculation Document that details the following: Colonial Chemical Solutions, Inc. (CCS) is NOT marking-up the September 2026 Methanex Index list price of $4.25 per gallon. CCS is MARKINGDOWN the September 2026 Methanex Index price of $4.25 per gallon by $1.41 per gallon. Every month going forward, Hagerstown, MD price per methanol gallon will be $1.41 LESS than the listed Methanex Index per gallon. Two (2) examples: (1) Sept'26: $4.25 - $1.41 = $2.84/gal (Hagerstown price for Sept.'26). (2) Current Oct.'26 listed Methanex Index price is $4.36/gal. $4.36 - $1.41 = $2.95 per gallon would be Hagerstown's price for Oct.'26. Each month $1.41 is subtracted from the listed Methanex price per gallon by $1.41 per gallon to arrive at CCS's price to Hagerstown. See Attached Calculation Document. To Clarify -- I could not input minus $1.41 or input $1.41- . I was uncomfortable inputting $1.41. Rather I input the $2.84 which would have been the DIRECT price to Hagerstown in Sept.'26 using the CCS MARKDOWN OF $1.41 PER GALLON. Questions Contact - David Bogart 678.640.9721 dbogart@colonialchemicals.com

Polytec Inc. - Line #27 - $0.249 / lb delivered

PUR-1840 Swimming Pool Water/Wastewater Treatment Chemicals

Line	Description	QTY	UOM	Thatcher Company of New York, Inc. Salt Lake City, UT	AMATO INDUSTRIES, Inc./ Amchlor Silver Spring, MD	CHEMRITE, INCORPORATED Buford, GA	Maryland Biochemical Company Bel Air, MD
1	Liquid Chlorine(City of Hagerstown)	1	1-Ton Cylinder	No Bid	No Bid	No Bid	No Bid
2	Ammonia 19%(City of Hagerstown)	1	Pound Bulk	No Bid	No Bid	No Bid	No Bid
3	Ferric Chloride(City of Hagerstown)	1	Dry Ton	No Bid	No Bid	No Bid	No Bid
4	Polymer(Washington County DWQ)	1	250-Gallon Totes	No Bid	No Bid	No Bid	No Bid
5	12.5% Sodium Hypochlorite(City of Hagerstown)	1	Gallon Bulk	No Bid	$6.99	No Bid	No Bid
6	Powdered Activated Carbon(City of Hagerstown)	1	50-Pound Bag	No Bid	No Bid	$1.42	No Bid
7	Polyaluminum Chloride (PAC)(City of Hagerstown)	1	Wet Ton	No Bid	No Bid	No Bid	No Bid
8	Caustic Soda (Sodium Hydroxide 25%)(City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid	No Bid	No Bid
9	Sulfuric Acid 93% - 95%(City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid	No Bid	No Bid
10	Sulfuric Acid 93% - 95%(Washington County DWQ)	1	Gallon Mini Bulk	No Bid	No Bid	No Bid	No Bid
11	Sulfuric Acid 93% - 95%(Washington County DWQ)	1	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid
12	Sodium Hypochlorite(Washington County DWQ)	1	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid
13	Potassium Permanganate(City of Hagerstown and Washington County DWQ)	1	55-Pound Pail	No Bid	No Bid	$5.35	No Bid
14	Caustic Soda (Sodium Hydroxide)(Washington County DWQ)	1	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid
15	Hydrofluosilicic Acid (H2SiF6) 30%(City of Hagerstown)	1	Gallon Mini Bulk	No Bid	No Bid	No Bid	No Bid
16	Hydrofluosilicic Acid (H2SiF6) 30%(Washington County DWQ)	1	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid
17	DelPac 2000 (Polyaluminum Chloride Hydroxide Sulfate Solution) or PAX-XL6(Washington County DWQ and Town of Boonsboro)	1	Pound Bulk	No Bid	No Bid	No Bid	No Bid

PUR-1840 Swimming Pool Water/Wastewater Treatment Chemicals

Line	Description	QTY	UOM	Thatcher Company of New York, Inc. Salt Lake City, UT	AMATO INDUSTRIES, Inc./ Amchlor Silver Spring, MD	CHEMRITE, INCORPORATED Buford, GA	Maryland Biochemical Company Bel Air, MD
18	3” Tablet Chlorine (Calcium Hypochlorite)(City of Hagerstown)	1	50-100 Pound Drum	No Bid	No Bid	$3.64	No Bid
19	Sodium Hypochlorite(Washington County Parks)	1	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid
20	Cyanuric Acid(Washington County Parks)	1	Pound	No Bid	No Bid	No Bid	No Bid
21	Calcium Chloride(Washington County Parks)	1	50-Pound Container	No Bid	No Bid	No Bid	No Bid
22	Muriatic Acid(Washington County Parks and Washington County DWQ)	1	5-Gallon Pail	No Bid	No Bid	No Bid	No Bid
23	Sodium Bisulfite 38 - 40%(City of Hagerstown)	1	275 Gallon Tote	No Bid	No Bid	No Bid	No Bid
24	DelPAC 2020 (Polyaluminum Hydroxychlorosulfate Solution)(Washington County DWQ)	1	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid
25	Hydrochloric Acid(City of Hagerstown)	1	5 Gallon Pails	No Bid	No Bid	No Bid	No Bid
26	Defoamer – Anti-Foam(City of Hagerstown)	1	55-Gallon Drum	No Bid	No Bid	No Bid	$8.05
27	Thioguard (55-65% Magnesium Hydroxide) (City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid	No Bid	No Bid
28	Methanol(City of Hagerstown) Mark-up over Methanex Index for September 2026	1	Gallon Bulk	$3.68	No Bid	No Bid	No Bid
29	Bacterial Enzymatic Powder(Washington County DWQ)	1	50-Pound Container (pound packets)	No Bid	No Bid	No Bid	$8.60
30	Poly-Orthophosphate (Solution SLI-5250)(City of Hagerstown)	1	Pound Bulk	No Bid	No Bid	No Bid	No Bid
31	50% Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid	No Bid	No Bid
32	25% Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid	No Bid	No Bid
33	DelPac 2000 (Aluminum Chloride Hydroxide Sulfate)(Washington County DWQ)	1	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid

PUR-1840 Swimming Pool Water/Wastewater Treatment Chemicals

Line	Description	QTY	UOM	Thatcher Company of New York, Inc. Salt Lake City, UT	AMATO INDUSTRIES, Inc./ Amchlor Silver Spring, MD	CHEMRITE, INCORPORATED Buford, GA	Maryland Biochemical Company Bel Air, MD
34	Liquid Aluminum Sulfate(Washington County DWQ)	1	Gallon Bulk	No Bid	No Bid	No Bid	No Bid
35	Micro C 2000(Washington County DWQ)	1	240-Gallon Totes	No Bid	No Bid	No Bid	No Bid
36	Micro C 2000(Washington County DWQ)	1	Gallon Mini Bulk	No Bid	No Bid	No Bid	No Bid
37	Polymer (Zetag 8814)(City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid	No Bid	No Bid
38	Morton Salt(City of Hagerstown)	1	Pound Bags	No Bid	No Bid	No Bid	No Bid
39	Magnetite (Washington County DWQ)	1	Pound Bulk	No Bid	No Bid	No Bid	No Bid
40	Chlorine Gas(Town of Boonsboro)	1	150 Pound Cylinder	No Bid	No Bid	No Bid	No Bid
41	Sulfur Dioxide Gas(Town of Boonsboro)	1	150 Pound Cylinder	No Bid	No Bid	No Bid	No Bid
42	Diatomaceous Earth(Town of Boonsboro)	1	50 Pound Bags	No Bid	No Bid	No Bid	No Bid
43	Carbon Dioxide(City of Hagerstown)	1	50 Pound Cylinder	No Bid	No Bid	No Bid	No Bid

Supplier Notes:

Thatcher Company of New York, Inc. - Appendices A & B form part of our proposal. See notes on bid of Methanol for Methanex Index information.

Remarks/Exceptions:

Thatcher Company of New York, Inc. - Line #28 - $0.5700 per gallon on September 2026 Methanex Index ($4.25 per gallon). Also, Appendices A and B form part of our proposal (see attached).

AMATO INDUSTRIES, Inc./ Amchlor - Line # 5 - $50.00 Delivery Fee per Trip

CHEMRITE, INCORPORATED - Line #6 - 4 skid min order - lead time 7-14 days ARO

CHEMRITE, INCORPORATED - Line #13 - lead time: 3-7 days ARO

PUR-1840 Swimming Pool Water/Wastewater Treatment Chemicals

Line	Description	QTY	UOM	Brenntag Northeast LLC Reading, PA	Elchemy (Elchemy Inc.) Lewes, DE	Norweco Inc. (Norwalk Wastewater Equipment Company) Norwalk, OH	USALCO, LLC Baltimore, MD
1	Liquid Chlorine(City of Hagerstown)	1	1-Ton Cylinder	No Bid	No Bid	No Bid	No Bid
2	Ammonia 19%(City of Hagerstown)	1	Pound Bulk	No Bid	No Bid	No Bid	No Bid
3	Ferric Chloride(City of Hagerstown)	1	Dry Ton	No Bid	$182.00	No Bid	No Bid
4	Polymer(Washington County DWQ)	1	250-Gallon Totes	No Bid	No Bid	No Bid	No Bid
5	12.5% Sodium Hypochlorite(City of Hagerstown)	1	Gallon Bulk	No Bid	$8.09	No Bid	No Bid
6	Powdered Activated Carbon(City of Hagerstown)	1	50-Pound Bag	No Bid	$4.28	No Bid	No Bid
7	Polyaluminum Chloride (PAC)(City of Hagerstown)	1	Wet Ton	No Bid	No Bid	No Bid	$652.00
8	Caustic Soda (Sodium Hydroxide 25%)(City of Hagerstown)	1	Gallon Bulk	$1.098	$4.14	No Bid	No Bid
9	Sulfuric Acid 93% - 95%(City of Hagerstown)	1	Gallon Bulk	$3.37	$6.90	No Bid	No Bid
10	Sulfuric Acid 93% - 95%(Washington County DWQ)	1	Gallon Mini Bulk	No Bid	$6.90	No Bid	No Bid
11	Sulfuric Acid 93% - 95%(Washington County DWQ)	1	55-Gallon Drum	$7.50	$6.90	No Bid	No Bid
12	Sodium Hypochlorite(Washington County DWQ)	1	55-Gallon Drum	$6.10	$7.50	No Bid	No Bid
13	Potassium Permanganate(City of Hagerstown and Washington County DWQ)	1	55-Pound Pail	$5.15	No Bid	No Bid	No Bid
14	Caustic Soda (Sodium Hydroxide)(Washington County DWQ)	1	55-Gallon Drum	$2.392	$4.05	No Bid	No Bid
15	Hydrofluosilicic Acid (H2SiF6) 30%(City of Hagerstown)	1	Gallon Mini Bulk	No Bid	No Bid	No Bid	No Bid
16	Hydrofluosilicic Acid (H2SiF6) 30%(Washington County DWQ)	1	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid
17	DelPac 2000 (Polyaluminum Chloride Hydroxide Sulfate Solution) or PAX-XL6(Washington County DWQ and Town of Boonsboro)	1	Pound Bulk	No Bid	No Bid	No Bid	$0.259

PUR-1840 Swimming Pool Water/Wastewater Treatment Chemicals

Line	Description	QTY	UOM	Brenntag Northeast LLC Reading, PA	Elchemy (Elchemy Inc.) Lewes, DE	Norweco Inc. (Norwalk Wastewater Equipment Company) Norwalk, OH	USALCO, LLC Baltimore, MD
18	3” Tablet Chlorine (Calcium Hypochlorite)(City of Hagerstown)	1	50-100 Pound Drum	No Bid	No Bid	$380.00	No Bid
19	Sodium Hypochlorite(Washington County Parks)	1	55-Gallon Drum	$6.10	$8.09	No Bid	No Bid
20	Cyanuric Acid(Washington County Parks)	1	Pound	No Bid	$40.64	No Bid	No Bid
21	Calcium Chloride(Washington County Parks)	1	50-Pound Container	No Bid	No Bid	No Bid	No Bid
22	Muriatic Acid(Washington County Parks and Washington County DWQ)	1	5-Gallon Pail	No Bid	$4.83	No Bid	No Bid
23	Sodium Bisulfite 38 - 40%(City of Hagerstown)	1	275 Gallon Tote	No Bid	$5.72	No Bid	No Bid
24	DelPAC 2020 (Polyaluminum Hydroxychlorosulfate Solution)(Washington County DWQ)	1	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid
25	Hydrochloric Acid(City of Hagerstown)	1	5 Gallon Pails	No Bid	$5.07	No Bid	No Bid
26	Defoamer – Anti-Foam(City of Hagerstown)	1	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid
27	Thioguard (55-65% Magnesium Hydroxide) (City of Hagerstown)	1	Gallon Bulk	No Bid	$22.02	No Bid	No Bid
28	Methanol(City of Hagerstown) Mark-up over Methanex Index for September 2026	1	Gallon Bulk	-$0.50	No Bid	No Bid	No Bid
29	Bacterial Enzymatic Powder(Washington County DWQ)	1	50-Pound Container (pound packets)	No Bid	No Bid	No Bid	No Bid
30	Poly-Orthophosphate (Solution SLI-5250)(City of Hagerstown)	1	Pound Bulk	No Bid	No Bid	No Bid	No Bid
31	50% Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	1	Gallon Bulk	No Bid	$6.89	No Bid	No Bid
32	25% Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	1	Gallon Bulk	No Bid	$5.78	No Bid	No Bid

PUR-1840 Swimming Pool Water/Wastewater Treatment Chemicals

Line	Description	QTY	UOM	Brenntag Northeast LLC Reading, PA	Elchemy (Elchemy Inc.) Lewes, DE	Norweco Inc. (Norwalk Wastewater Equipment Company) Norwalk, OH	USALCO, LLC Baltimore, MD
33	DelPac 2000 (Aluminum Chloride Hydroxide Sulfate)(Washington County DWQ)	1	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid
34	Liquid Aluminum Sulfate(Washington County DWQ)	1	Gallon Bulk	No Bid	$3.65	No Bid	No Bid
35	Micro C 2000(Washington County DWQ)	1	240-Gallon Totes	No Bid	No Bid	No Bid	No Bid
36	Micro C 2000(Washington County DWQ)	1	Gallon Mini Bulk	No Bid	No Bid	No Bid	No Bid
37	Polymer (Zetag 8814)(City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid	No Bid	No Bid
38	Morton Salt(City of Hagerstown)	1	Pound Bulk 40-50 Pound Bags	No Bid	No Bid	No Bid	No Bid
39	Magnetite (Washington County DWQ)	1	Pound Bulk	No Bid	No Bid	No Bid	No Bid
40	Chlorine Gas(Town of Boonsboro)	1	150 Pound Cylinder	No Bid	No Bid	No Bid	No Bid
41	Sulfur Dioxide Gas(Town of Boonsboro)	1	150 Pound Cylinder	No Bid	No Bid	No Bid	No Bid
42	Diatomaceous Earth(Town of Boonsboro)	1	50 Pound Bags	No Bid	No Bid	No Bid	No Bid
43	Carbon Dioxide(City of Hagerstown)	1	50 Pound Cylinder	No Bid	No Bid	No Bid	No Bid

Remarks/Exceptions:

Brenntag Northeast LLC - Line #8 - 2 DAY LEADTIME - 4500 GALLON MINIMUM DELIVERY

Brenntag Northeast LLC - Line #9 - 4 DAY LEADTIME - 3000 GALLON MINIMUM DELIVERY

Brenntag Northeast LLC - Line #11 - 5-7 DAY LEADTIME - 4 DRUM MINIMUM DELIVERY (3000LBS)

Brenntag Northeast LLC - Line #12 - 5-7 DAY LEADTIME - 4 DRUM MINIMUM DELIVERY (220 GALLON)

Brenntag Northeast LLC - Line #13 - 5-7 DAY LEADTIME - 36 PAIL MINIMUM DELIVERY

Brenntag Northeast LLC - Line #14 - 5 DAY LEADTIME - 220 GALLON MINIMUM DELIVERY

Brenntag Northeast LLC - Line #19 - 5-7 DAY LEADTIME - 4 DRUM MINIMUM DELIVERY

Brenntag Northeast LLC - Line #28 - FULL TRUCKLOAD MINIMUM DELIVERY - 5-7 DAY LEAD TIME. OUR PRICE IS METHANEX -.50/GALLON

Elchemy (Elchemy Inc.) - Line #5 - The price is $8.09 per gallon.

PUR-1840 Swimming Pool Water/Wastewater Treatment Chemicals

Elchemy (Elchemy Inc.) - Line #6 - The price is given as $4.28 per pound
Elchemy (Elchemy Inc.) - Line #8 - The price is given as $ 4.14 per gallon
Elchemy (Elchemy Inc.) - Line #9 - The price is given as $ 6.90 per gallon
Elchemy (Elchemy Inc.) - Line #10 - The price is given as $ 6.90 per gallon
Elchemy (Elchemy Inc.) - Line #11 - The price is given as $ 6.90 per gallon
Elchemy (Elchemy Inc.) - Line #12 - The price is given as $7.5 per gallon
Elchemy (Elchemy Inc.) - Line #14 - The price is given as $4.05 per gallon
Elchemy (Elchemy Inc.) - Line #19 - The price is given as $8.09 per gallon
Elchemy (Elchemy Inc.) - Line #20 - The price is given per pound.
Elchemy (Elchemy Inc.) - Line #22 - The price is $4.83 per gallon
Elchemy (Elchemy Inc.) - Line #23 - The price is given as $5.72 per gallon
Elchemy (Elchemy Inc.) - Line #25 - The price is given as $5.07 per gallon
Elchemy (Elchemy Inc.) - Line #27 - The price is given as per $22.02 per gallon
Elchemy (Elchemy Inc.) - Line #31 - The price is given as per $6.89 per gallon
Elchemy (Elchemy Inc.) - Line #32 - The price is given as $5.78 per gallon
Elchemy (Elchemy Inc.) - Lie #34 - The price is given as per $3.65 per gallon

Norweco Inc. (Norwalk Wastewater Equipment Company) - Line #18 - 100 lb drums, minimum 18 drums per order, pricing is per 100 lb drum

USALCO, LLC - Line # 7 - DelPAC 2500

PUR-1840 Swimming Pool Water/Wastewater Treatment Chemicals

Line	Description	QTY	UOM	JCI Jones Chemicals Inc Sarasota, FL	Kemira Water Solutions, Inc Atlanta, GA	PVS Technologies, Inc. Detroit, MI	UNIVAR SOLUTIONS USA LLC Morrisville, PA
1	Liquid Chlorine(City of Hagerstown)	1	1-Ton Cylinder	No Bid	No Bid	No Bid	$2,185.00
2	Ammonia 19%(City of Hagerstown)	1	Pound Bulk	No Bid	No Bid	No Bid	$0.157
3	Ferric Chloride(City of Hagerstown)	1	Dry Ton	No Bid	$1,035.00	$1,124.00	No Bid
4	Polymer(Washington County DWQ)	1	250-Gallon Totes	No Bid	No Bid	No Bid	No Bid
5	12.5% Sodium Hypochlorite(City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid	No Bid	No Bid
6	Powdered Activated Carbon(City of Hagerstown)	1	50-Pound Bag	No Bid	No Bid	No Bid	No Bid
7	Polyaluminum Chloride (PAC)(City of Hagerstown)	1	Wet Ton	No Bid	No Bid	No Bid	No Bid
8	Caustic Soda (Sodium Hydroxide 25%)(City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid	No Bid	$1.3313
9	Sulfuric Acid 93% - 95%(City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid	No Bid	$3.90
10	Sulfuric Acid 93% - 95%(Washington County DWQ)	1	Gallon Mini Bulk	No Bid	No Bid	No Bid	No Bid
11	Sulfuric Acid 93% - 95%(Washington County DWQ)	1	55-Gallon Drum	No Bid	No Bid	No Bid	$7.885
12	Sodium Hypochlorite(Washington County DWQ)	1	55-Gallon Drum	No Bid	No Bid	No Bid	$4.71
13	Potassium Permanganate(City of Hagerstown and Washington County DWQ)	1	55-Pound Pail	No Bid	No Bid	No Bid	$4.95
14	Caustic Soda (Sodium Hydroxide)(Washington County DWQ)	1	55-Gallon Drum	No Bid	No Bid	No Bid	$3.59
15	Hydrofluosilicic Acid (H2SiF6) 30%(City of Hagerstown)	1	Gallon Mini Bulk	No Bid	No Bid	No Bid	No Bid
16	Hydrofluosilicic Acid (H2SiF6) 30%(Washington County DWQ)	1	55-Gallon Drum	No Bid	No Bid	No Bid	$8.00
17	DelPac 2000 (Polyaluminum Chloride Hydroxide Sulfate Solution) or PAX-XL6(Washington County DWQ and Town of Boonsboro)	1	Pound Bulk	No Bid	$0.25	No Bid	No Bid

PUR-1840 Swimming Pool Water/Wastewater Treatment Chemicals

Line	Description	QTY	UOM	JCI Jones Chemicals Inc Sarasota, FL	Kemira Water Solutions, Inc Atlanta, GA	PVS Technologies, Inc. Detroit, MI	UNIVAR SOLUTIONS USA LLC Morrisville, PA
18	3” Tablet Chlorine (Calcium Hypochlorite)(City of Hagerstown)	1	50-100 Pound Drum	No Bid	No Bid	No Bid	$2.9174
19	Sodium Hypochlorite(Washington County Parks)	1	55-Gallon Drum	No Bid	No Bid	No Bid	$4.71
20	Cyanuric Acid(Washington County Parks)	1	Pound	No Bid	No Bid	No Bid	No Bid
21	Calcium Chloride(Washington County Parks)	1	50-Pound Container	No Bid	No Bid	No Bid	No Bid
22	Muriatic Acid(Washington County Parks and Washington County DWQ)	1	5-Gallon Pail	No Bid	No Bid	No Bid	No Bid
23	Sodium Bisulfite 38 - 40%(City of Hagerstown)	1	275 Gallon Tote	No Bid	No Bid	No Bid	$4.9563
24	DelPAC 2020 (Polyaluminum Hydroxychlorosulfate Solution)(Washington County DWQ)	1	55-Gallon Drum	No Bid	No Bid	No Bid	$5.48
25	Hydrochloric Acid(City of Hagerstown)	1	5 Gallon Pails	No Bid	No Bid	No Bid	No Bid
26	Defoamer – Anti-Foam(City of Hagerstown)	1	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid
27	Thioguard (55-65% Magnesium Hydroxide) (City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid	No Bid	No Bid
28	Methanol(City of Hagerstown) Mark-up over Methanex Index for September 2026	1	Gallon Bulk	No Bid	No Bid	No Bid	-$0.41
29	Bacterial Enzymatic Powder(Washington County DWQ)	1	50-Pound Container (pound packets)	No Bid	No Bid	No Bid	$12.88
30	Poly-Orthophosphate (Solution SLI-5250)(City of Hagerstown)	1	Pound Bulk	No Bid	No Bid	No Bid	No Bid
32	25% Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid	No Bid	No Bid
33	DelPac 2000 (Aluminum Chloride Hydroxide Sulfate)(Washington County DWQ)	1	55-Gallon Drum	No Bid	No Bid	No Bid	$6.02

PUR-1840 Swimming Pool Water/Wastewater Treatment Chemicals

Line	Description	QTY	UOM	JCI Jones Chemicals Inc Sarasota, FL	Kemira Water Solutions, Inc Atlanta, GA	PVS Technologies, Inc. Detroit, MI	UNIVAR SOLUTIONS USA LLC Morrisville, PA
31	50% Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid	No Bid	No Bid
34	Liquid Aluminum Sulfate(Washington County DWQ)	1	Gallon Bulk	No Bid	No Bid	No Bid	$2.52
35	Micro C 2000(Washington County DWQ)	1	240-Gallon Totes	No Bid	No Bid	No Bid	$6.783
36	Micro C 2000(Washington County DWQ)	1	Gallon Mini Bulk	No Bid	No Bid	No Bid	No Bid
37	Polymer (Zetag 8814)(City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid	No Bid	No Bid
38	Morton Salt(City of Hagerstown)	1	Pound Bulk 40-50 Pound Bags	No Bid	No Bid	No Bid	$0.44
39	Magnetite (Washington County DWQ)	1	Pound Bulk	No Bid	No Bid	No Bid	No Bid
40	Chlorine Gas(Town of Boonsboro)	1	150 Pound Cylinder	$350.00	No Bid	No Bid	$362.00
41	Sulfur Dioxide Gas(Town of Boonsboro)	1	150 Pound Cylinder	$350.00	No Bid	No Bid	$342.03
42	Diatomaceous Earth(Town of Boonsboro)	1	50 Pound Bags	No Bid	No Bid	No Bid	No Bid
43	Carbon Dioxide(City of Hagerstown)	1	50 Pound Cylinder	No Bid	No Bid	No Bid	No Bid

Supplier Notes:

UNIVAR SOLUTIONS USA LLC - Mailing address is 68 Shelbourne Rd. Richboro, PA 18954

Remarks/Exceptions:

JCI Jones Chemicals Inc - Line #40 - Minimum delivery 8 cylinders

JCI Jones Chemicals Inc - Line #41 - Minimum delivery 8 cylinders

UNIVAR SOLUTIONS USA LLC - Line #2 - Minimum 45,000 lbs. Deliveries are typically made during weekdays with two (2) hours of unloading time. Weekend and holiday deliveries are available for an additional charge. Additional unloading time will be billed at an additional $150 per hour.

UNIVAR SOLUTIONS USA LLC - Line #9 - Minimum Order Quantity 2,000 Gallons

UNIVAR SOLUTIONS USA LLC - Line #11 - 2 drum Minimum Sulfuric acid drums. You can mix/match various materials to meet 2 drum MOQ

UNIVAR SOLUTIONS USA LLC - Line #12 - 4 drum Minimum Sodium Hypochlorite 55 gallon drums. You can mix/match various materials to meet 4 drum MOQ

UNIVAR SOLUTIONS USA LLC - Line #13 - We do not take back empties of potassium permanganate pails

UNIVAR SOLUTIONS USA LLC - Line #14 - 4 drum Minimum Caustic 25% drums. (You can mix/match various materials to meet 4 drum MOQ)

UNIVAR SOLUTIONS USA LLC - Line #16 - 4 drum Min HFS 55 gal drums You can mix/match various materials to meet 4 drum MOQ

UNIVAR SOLUTIONS USA LLC - Line #18 - 24 pail min Calcium Hypochlorite(CONSTANT CHLOR PLUS TABLETS 50 lb.)

UNIVAR SOLUTIONS USA LLC - Line #19 - 4 drum Minimum Sodium Hypochlorite 55 gallon drums. You can mix/match various materials to meet 4 drum MOQ

UNIVAR SOLUTIONS USA LLC - Line #23 - SBS 38 - 42% 225 gallon Non Returnable TOTE

UNIVAR SOLUTIONS USA LLC - Line #24 - DelPAC 2020 Minimum 4 drums. You can mix/match various materials to meet 4 drum MOQ

UNIVAR SOLUTIONS USA LLC - Line #28 - Current month MNDRP Index less $0.41/gallon 3-5 day lead time. 7,000 Gallon Minimum Order Quantity. September 2026 MNDRP was $4.25/Gallon less $.41/Gallon = $3.84/Gallon For "Mark-up over Methanex Index for September 2026"

UNIVAR SOLUTIONS USA LLC - Line #29 - BIOREMOVE FOG BOOST Powder Mfg. Envirozyme Minimum order 12 pails. Lead time 10 business days shipping from Envirozyme

UNIVAR SOLUTIONS USA LLC - Line #33 - DelPAC 2000 Minimum 4 drums. You can mix/match various materials to meet 4 drum MOQ

UNIVAR SOLUTIONS USA LLC - Line #34 - Aluminum Sulfate Bulk Minimum 2,000 gallons 7-10 Business days delivery

UNIVAR SOLUTIONS USA LLC - Line #35 - Micro C 2000 265 GALLON Non returnable TOTE

UNIVAR SOLUTIONS USA LLC - Line #38 - Morton Water Softening Salt Pellets remain on allocation, with production at approximately 40% of previous volumes. Due to limited availability and allocation, We Cannot Guarantee Supply Of Morton Clean & Protect At This Time. We have included Morton Water Softening Salt Pellets Product Allocation Update letter. As an alternative, we can offer Bright & Soft Salt Pellets (Univar Material Code 16155694) from Cargill. Please review the attached TDS, COA and SDS. Full pallet requirement Minimum 98 Bags.

UNIVAR SOLUTIONS USA LLC - Line #40 - MOQ 8 cylinders

UNIVAR SOLUTIONS USA LLC - Line #41 - Sulfur Dioxide 150# cylinders MOQ 8 cylinders Tech grade material only not NSF. Please review our COA & specifications.

PUR-1840 Swimming Pool Water/Wastewater Treatment Chemicals

Line	Description	QTY	UOM	Pollu-Tech, Inc. (Pollu-Tech Inc.) Benton, PA	George S. Coyne Chemical Co., Inc. Croydon, PA
1	Liquid Chlorine(City of Hagerstown)	1	1-Ton Cylinder	No Bid	No Bid
2	Ammonia 19%(City of Hagerstown)	1	Pound Bulk	No Bid	$0.17
3	Ferric Chloride(City of Hagerstown)	1	Dry Ton	No Bid	No Bid
4	Polymer(Washington County DWQ)	1	250-Gallon Totes	$3,542.00	$4,300.53
5	12.5% Sodium Hypochlorite(City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid
6	Powdered Activated Carbon(City of Hagerstown)	1	50-Pound Bag	No Bid	$51.8039
7	Polyaluminum Chloride (PAC)(City of Hagerstown)	1	Wet Ton	No Bid	No Bid
8	Caustic Soda (Sodium Hydroxide 25%)(City of Hagerstown)	1	Gallon Bulk	No Bid	$1.20
9	Sulfuric Acid 93% - 95%(City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid
10	Sulfuric Acid 93% - 95%(Washington County DWQ)	1	Gallon Mini Bulk	No Bid	No Bid
11	Sulfuric Acid 93% - 95%(Washington County DWQ)	1	55-Gallon Drum	No Bid	$346.0366
12	Sodium Hypochlorite(Washington County DWQ)	1	55-Gallon Drum	No Bid	$251.6234
13	Potassium Permanganate(City of Hagerstown and Washington County DWQ)	1	55-Pound Pail	No Bid	No Bid
14	Caustic Soda (Sodium Hydroxide)(Washington County DWQ)	1	55-Gallon Drum	No Bid	$236.0714
15	Hydrofluosilicic Acid (H2SiF6) 30%(City of Hagerstown)	1	Gallon Mini Bulk	No Bid	$12.70
16	Hydrofluosilicic Acid (H2SiF6) 30%(Washington County DWQ)	1	55-Gallon Drum	No Bid	$940.00
17	DelPac 2000 (Polyaluminum Chloride Hydroxide Sulfate Solution) or PAX-XL6(Washington County DWQ and Town of Boonsboro)	1	Pound Bulk	No Bid	No Bid

PUR-1840 Swimming Pool Water/Wastewater Treatment Chemicals

Line	Description	QTY	UOM	Pollu-Tech, Inc. (Pollu-Tech Inc.) Benton, PA	George S. Coyne Chemical Co., Inc. Croydon, PA
18	3” Tablet Chlorine (Calcium Hypochlorite)(City of Hagerstown)	1	50-100 Pound Drum	No Bid	$183.5354
19	Sodium Hypochlorite(Washington County Parks)	1	55-Gallon Drum	No Bid	No Bid
20	Cyanuric Acid(Washington County Parks)	1	Pound	No Bid	No Bid
21	Calcium Chloride(Washington County Parks)	1	50-Pound Container	No Bid	No Bid
22	Muriatic Acid(Washington County Parks and Washington County DWQ)	1	5-Gallon Pail	No Bid	No Bid
23	Sodium Bisulfite 38 - 40%(City of Hagerstown)	1	275 Gallon Tote	No Bid	$1,284.8101
24	DelPAC 2020 (Polyaluminum Hydroxychlorosulfate Solution)(Washington County DWQ)	1	55-Gallon Drum	No Bid	$320.00
25	Hydrochloric Acid(City of Hagerstown)	1	5 Gallon Pails	No Bid	No Bid
26	Defoamer – Anti-Foam(City of Hagerstown)	1	55-Gallon Drum	No Bid	No Bid
27	Thioguard (55-65% Magnesium Hydroxide) (City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid
28	Methanol(City of Hagerstown) Mark-up over Methanex Index for September 2026	1	Gallon Bulk	No Bid	-$0.54
29	Bacterial Enzymatic Powder(Washington County DWQ)	1	50-Pound Container (pound packets)	No Bid	$212.00
30	Poly-Orthophosphate (Solution SLI-5250)(City of Hagerstown)	1	Pound Bulk	No Bid	No Bid
31	50% Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid
32	25% Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	1	Gallon Bulk	No Bid	No Bid
33	DelPac 2000 (Aluminum Chloride Hydroxide Sulfate)(Washington County DWQ)	1	55-Gallon Drum	No Bid	No Bid

PUR-1840 Swimming Pool Water/Wastewater Treatment Chemicals

Line	Description	QTY	UOM	Pollu-Tech, Inc. (Pollu-Tech Inc.) Benton, PA	George S. Coyne Chemical Co., Inc. Croydon, PA
34	Liquid Aluminum Sulfate(Washington County DWQ)	1	Gallon Bulk	No Bid	No Bid
35	Micro C 2000(Washington County DWQ)	1	240-Gallon Totes	No Bid	$1,943.2129
36	Micro C 2000(Washington County DWQ)	1	Gallon Mini Bulk	No Bid	$6.30
37	Polymer (Zetag 8814)(City of Hagerstown)	1	Gallon Bulk	No Bid	$20.25
38	Morton Salt(City of Hagerstown)	1	Pound Bulk 40-50 Pound Bags	No Bid	$0.44
39	Magnetite (Washington County DWQ)	1	Pound Bulk	No Bid	No Bid
40	Chlorine Gas(Town of Boonsboro)	1	150 Pound Cylinder	No Bid	No Bid
41	Sulfur Dioxide Gas(Town of Boonsboro)	1	150 Pound Cylinder	No Bid	$476.4286
42	Diatomaceous Earth(Town of Boonsboro)	1	50 Pound Bags	No Bid	No Bid
43	Carbon Dioxide(City of Hagerstown)	1	50 Pound Cylinder	No Bid	No Bid

Supplier Notes:

George S. Coyne Chemical Co., Inc. - The George S. Coyne Chemical Co., is bidding with the understanding that our delivery terms are 7-10 business days ARO for packaged product delivery and 10-14 business days ARO for bulk product delivery. We take exception to any other stated delivery terms expressed within the bidding documents.

Remarks/Exceptions:

Pollu-Tech, Inc. (Pollu-Tech Inc.) - Line #4 - Our totes are sold as 2300 lbs net weight of neat polymer, and the tote price reflects this net weight. This net weight is approximately 269 gallons. Actual price of $1.54/lb is approximately $13.17/gallon.

George S. Coyne Chemical Co., Inc. - Line #2 - Minimum 45,000 lb. truckloads per delivery

George S. Coyne Chemical Co., Inc. - Line #6 - Bidding on Hydrodarco B in 40 lb bags.

George S. Coyne Chemical Co., Inc. - Line #11 - Minimum 4 drums per delivery.

George S. Coyne Chemical Co., Inc. - Line #12 - Minimum 4 drums per delivery.

George S. Coyne Chemical Co., Inc. - Line #14 - Minimum 8 drums per delivery.

George S. Coyne Chemical Co., Inc. - Line #16 - Minimum 4 drums per delivery.

PUR-1840 Swimming Pool Water/Wastewater Treatment Chemicals

George S. Coyne Chemical Co., Inc. - Line #18 - Minimum 1 pallet (24 pails) per delivery. AccuTab SI.

George S. Coyne Chemical Co., Inc. - Line #24 - Minimum 4 drums per delivery. CES PACl 900S.

George S. Coyne Chemical Co., Inc. - Line #28 - Price will change monthly. Price will be the Monthly Methanex Index Minus (-)$0.54/gal.

George S. Coyne Chemical Co., Inc. - Line #29 - Packaged in 25 lb. pails. MD Grease Buster. Price given is per 25 lb. pail @ $8.48 / lb.

George S. Coyne Chemical Co., Inc. - Line #35 - Totes are 330 gals.

George S. Coyne Chemical Co., Inc. - Line #38 - Minimum 2 pallets per delivery.

George S. Coyne Chemical Co., Inc. - Line #41 - Minimum 2 cylinders per delivery.

Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Maryland Volunteer and Professional Firefighters Innovative Cancer Screening Technologies Program Grant

PRESENTATION DATE: November 17, 2026

PRESENTATION BY: Division of Emergency Services, Director R. David Hays

Washington County Volunteer Fire and Rescue Association (WCVFRA), Rick Hemphill

Division of Emergency Services, Dr. Robert Flint

RECOMMENDATION: Motion authorizing the Division of Emergency Services (DES) to move forward with a two-step cancer screening program for both volunteers and career firefighters.

A second motion is needed authorizing the DES approval to apply for and accept (if awarded) a grant through the State of Maryland under the Innovative Cancer Screening Technologies Program Grant.

This grant has a deadline of November 20, 206 at 2:00 p.m. EST.

REPORT-IN-BRIEF: The Division of Emergency Services (DES) continues to work on establishing its Firefighter Cancer Screening Program for FY27. Budgeted funding was approved during this fiscal year, which includes both career and volunteer firefighters. During the exploration via a workgroup and with consultation from the WCVFRA, it was recommended that the volunteers receive the same type of cancer screening testing as the career staff. This grant allows the County to expand the cancer screening testing to the volunteers to reduce budgetary impacts.

DISCUSSION: Cancer remains one (1) of the leading occupational health threats facing firefighters. Repeated exposure to combustion byproducts, diesel exhaust, volatile organic compounds (VOCs), polycyclic aromatic hydrocarbons (PAHs), heavy metals, asbestos, and other carcinogens have been associated with increased rates of numerous cancers throughout the fire service.

Recognizing these occupational risks, the Firefighter Cancer Screening Workgroup was tasked with evaluating available cancer screening options and developing recommendations for implementation of a sustainable, evidence-informed cancer screening and early detection program for Washington County firefighters, both career and volunteer.

The workgroup believes a multiprong approach provides broad cancer surveillance, overlapping opportunities for early detection, firefighter education, cardiovascular screening benefits, and long-term fiscal sustainability while addressing many cancers recognized under Maryland and federal firefighter occupational cancer programs. The first step in this process is administering the blood cancer screening test, with a target of completing both the career and volunteer recipients by June 30, 2027.

The amount DES is planning to submit for the grant will cover 250 eligible volunteers meeting the following criteria, over the age of 50 with 5 years of active fire service. The total amount being requested for the grant is $175,000.

WCVFRA records indicate approximately 207 current active volunteers and 211 previously active and considered retired volunteers. The grant numbers are factored on a 50% participation rate of those numbers totaled together.

FISCAL IMPACT: Funding has been set aside in the DES FY27 budget. 11520 ($9,100), 11525 ($53,200), 11535 ($1,400), and 93130 ($120,000).

This grant is intended to help supplement some of the financial gaps needed for a more comprehensive cancer screening test as well as increase the number available to the volunteers.

CONCURRENCES: Michelle Gordon, County Administrator, Maria Kramer, Director, Office of Grants Management

ALTERNATIVES: N/A

ATTACHMENTS: TBD

Maryland
DEPARTMENT OF HEALTH
Wes Moore, Governor · Aruna Miller, Lt. Governor · Meena Seshamani, M.D., Ph.D., Secretary

NOTICE OF AVAILABILITY

TO: Interested Parties

FROM: Nikita Real

DATE: 09/21/26

RE: Titled: Maryland Volunteer and Professional Firefighters Innovative Cancer Screening Technologies Program
eMMA#: PHPA 4166/BPM058949

The Maryland Department of Health (MDH), Prevention and Health Promotion Administration (PHPA) has just release (RFA) eMMA number: 4166/BPM058949 PHPA titled:Maryland Volunteer and Professional Firefighters Innovative Cancer Screening Technologies Program on eMaryland Marketplace Advantage (eMMA) website: (You may also perform a search by keyword by entering PHPA#) or click the link to browse https://emma.maryland.gov/page.aspx/en/rfp/request_browse_public

If you are interested in submitting a bid, please go to the above website and download the specifications for the above-titled. You may also visit https://procurement.maryland.gov for more information regarding eMaryland Marketplace Advantage (eMMA).

The closing date for receipt of applications is November 20, 2026 **@ 2:00 p.m. EST Local Time**.

Contact Person: Nikita Real
e-mail: Nikita.Real@MAryland.gov

Maryland
DEPARTMENT OF HEALTH

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

REQUEST FOR APPLICATIONS (RFA)

(COMPETITIVE)

PROCUREMENT ID NUMBER –PHPA 4166/BPM058949

Issue Date: 09/21/26

Maryland Volunteer and Professional Firefighters Innovative Cancer Screening Technologies Program

NOTICE

A Prospective Applicant that has received this document from the Maryland Department of Health, or that has received this document from a source other than the Procurement Officer, and that wishes to assure receipt of any changes or additional materials related to this RFA, should immediately contact the Procurement Officer and provide the Prospective Applicant's name and mailing address so that addenda to the RFA or other communications can be sent to the Prospective Applicant.

STATE OF MARYLAND
MARYLAND DEPARTMENT OF HEALTH
RFA KEY INFORMATION SUMMARY SHEET

Request for Applications:	**Maryland Volunteer and Professional Firefighters Innovative Cancer Screening Technologies Program**
Solicitation Number:	**PHPA 4166/BPM058949**
RFA Issue Date:	**September 21, 2026**
RFA Issuing Office:	**Maryland Department of Health**
Procurement Officer:	**Nikita Real BS, MPH** **Maryland Department of Health** **201 West Preston Street** **Baltimore, Maryland 21201** **Nikita.Real@maryland.gov**
Grant Monitor:	**Sadie Peters** **Center for Cancer Prevention and Control** **Prevention and Health Promotion Administration** **201 West Preston St. 4th floor** **Baltimore, MD 21201**
Pre- Proposal Conference:	**Pre Application Conference #1** **October 19, 2026-2:00PM** **PHPA 4166 Pre Application Conference #1** **Video call link: https://meet.google.com/mhk-fjvw-pkf** **Pre Application Conference #2** **November 9, 2026- 2:00PM** **PHPA 4166 Pre Application Conference #2** **Video call link: https://meet.google.com/abs-twdf-jhf**
Questions due date and time:	**November 13, 2026 Time: 2:00 pm EST Local Time**
Applications are to be sent to:	**eMaryland Marketplace Advantage (eMMA) (https://emma.maryland.gov/page.aspx/en/usr/login?ReturnUrl=%2fpage.aspx%2fen%2fbuy%2fhomepage). For questions and/or technical assistance, please contact emma.helpdesk@maryland.gov. In addition, you may visit https://procurement.maryland.gov for additional information.**
Closing Date and Time:	**November 20, 2026Time: 2:00pm EST Local Time**

SECTION 1 - GENERAL INFORMATION

1.1 Summary Statement

1.1.1 The Maryland Department of Health (MDH or the Department), Center for Cancer Prevention and Control, is issuing this Request for Applications (RFA) to provide grants that enable local fire departments and volunteer fire companies and departments to procure and administer innovative cancer screening tests not commonly offered during routine physical examinations or covered by insurance.

1.1.1.1 The county in which a volunteer fire company or volunteer fire department is located shall assist volunteer fire companies and departments in filing applications for this program.

1.1.2 It is the State's intention to obtain services, as specified in this RFA, from an Agreement between the selected Applicants and the State. The anticipated duration of services to be provided under this Agreement is March 1, 2027 to June 30, 2027, with no option period.

1.1.3 The Department intends to make multiple awards as a result of this RFA, but the total amount of awards will not exceed $900,000.

1.1.4 Regional applications representing collaborating groups of counties, fire departments, fire associations, or fire companies are encouraged.

1.1.5 Applicants, either directly or through their subcontractor(s), must be able to provide all services and meet all the requirements requested in this solicitation and the successful Applicant shall remain responsible for performance regardless of subcontractor participation in the work. **If the Department receives applications for grants totaling more than the amount of grant funds available for this fiscal year, the Department shall award grants to eligible Applicants *on a pro rata basis according to the criteria set by the Evaluation Committee.***

1.2 Contract Type

1.2.1 The Agreement resulting from this solicitation shall be a Fixed Price Contract.

1.3 Procurement Officer

1.3.1 The sole point of contact in the State for purposes of this solicitation prior to the award of any Agreement is the Procurement Officer at the address listed below:

Nikita Real BS, MPH
Maryland Department of Health
201 West Preston Street
Baltimore, Maryland 21201
Nikita.Real@maryland.gov

1.3.2 The Department may change the Procurement Officer at any time by written notice.

1.4 Grant Monitor

1.4.1 The Grant Monitor is:

Sadie Peters, MA, MD, MHS
Center for Cancer Prevention and Control
201 West Preston Street, 404D
Maryland Department of Health
Baltimore, MD 21201

1.4.2 The Department may change the Grant Monitor at any time by written notice.

1.5 eMaryland Marketplace Advantage

1.5.1 Each Applicant is requested to indicate its eMaryland Marketplace Advantage (eMMA) vendor number in the Transmittal Letter (cover letter) submitted at the time of its application submission to this RFA.

1.5.2 eMMA is an electronic commerce system administered by the Maryland Department of General Services. The RFA and associated materials, the solicitation and summary of the Pre-Proposal Conference, Applicant questions and the Procurement Officer's responses, addenda, and other solicitation-related information will be provided via eMMA.

1.5.3 In order to receive a contract award, a vendor must be registered on eMMA. Registration is free. Go to https://procurement.maryland.gov/, click on "Register" to begin the process, and then follow the prompts.

Note: If you are part of an organization with multiple applicants, please ensure each applicant is registered under its own eMMA number (SUP #). An SUP can only be used once per solicitation. Please reach out to the eMMA Help desk for any additional information. emma.helpdesk@maryland.gov

Pre- Application Conference

A pre-Proposal conference (Conference) will be held at the date, time, and location indicated on the Key Information Summary Sheet. Attendance at the Conference is not mandatory, but all interested parties are encouraged to attend in order to facilitate better preparation of their Proposals. If the solicitation includes an MBE goal, failure to attend the Conference will be taken into consideration as part of the evaluation of an offeror's good faith efforts if there is a waiver request. It is highly recommended that ALL Prime Contractors bring their intended subcontractors to the Conference/Site Visit to ensure that all parties understand the requirements of the contract and the MBE Goal.

MBE subcontractors are encouraged to attend the Conference to market their participation to potential prime contractors. Following the Conference, the attendance record and summary of the Conference will be distributed via the same mechanism described for amendments and questions (see Section 1.5.2 eMMA).

1.6 Questions

1.6.1 Written questions from prospective Applicants will be accepted by the Procurement Officer. Questions to the Procurement Officer shall be submitted via e-mail to the following e-mail address: Nikita.Real@Maryland.gov. Please identify in the subject line the Solicitation Number and Title.

1.6.2 Questions are requested to be submitted no later than the due date indicated on the RFA Key Information Summary Sheet. The Procurement Officer, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before the Application due date.

1.7 Application Due (Closing) Date and Time

1.7.1 Applications, in the number and form set forth in Section 4.2 "Applications' ' must be received by the Procurement Officer, in eMaryland Marketplace (eMMA) no later than 2:00 pm EST Local Time on November 20, 2026 in order to be considered.

1.7.2 Requests for an extension of this time or date will not be granted. Applications received after the due date and time listed in this section will not be considered. Questions regarding this solicitation should be directed (By e-mail only, no phone calls will be accepted) to the PROCUREMENT OFFICER.

1.7.3 Applications may be modified or withdrawn by written notice received by the Procurement Officer before the time and date set forth in this section for receipt of Application. Multiple and/or alternate Applications will not be accepted.

1.8 Award Basis

1.8.1 The Grant shall be awarded to responsible Applicants submitting Applications that have been determined to be the most advantageous to the State, considering price and evaluation factors set forth in this RFA, for providing the activities as specified in this RFA. See RFA Section 5 for further award information.

1.9 Revisions to the RFA

1.9.1 If it becomes necessary to revise this RFA before the due date for Applications, the Department shall endeavor to provide addenda to all prospective Applicants that were sent this RFA, or which are otherwise known by the Procurement Officer to have obtained this RFA.

1.9.2 Acknowledgment of the receipt of all addenda to this RFA issued before the Application due date shall be included in the Transmittal Letter accompanying the Applicant's Project Narrative. Acknowledgement of the receipt of addenda to the RFA issued after the Application due date shall be in the manner specified in the addendum notice. Failure to acknowledge receipt of an addendum does not relieve the Applicant from complying with the terms, additions, deletions, or corrections set forth in the addendum.

1.10 Cancellations

1.10.1 The State reserves the right to cancel this RFA, accept or reject any and all Applications, in whole or in part, received in response to this RFA, waive or permit the cure of minor irregularities, and conduct discussions with all qualified or potentially qualified applicants in any manner necessary to serve the best interests of the State. The State reserves the right, in its sole discretion, to award a Grant based upon the written Applications received without discussions or negotiations.

1.10.2 In the event a government entity proposes and receives the recommendation for award, the contract, application and solicitation for this RFA may be canceled, and the award processed in accordance with COMAR 21.01.03.01.A(4). If the services that are the subject of the RFA are currently being provided under an interagency agreement with a public institution of higher education and the State determines that the services can

be provided more cost effectively by the public institution of higher education, then the RFA may be canceled in accordance with Md. Code Ann., State Finance and Procurement Art., § 3- 207(b)(2).

SECTION 2 – MANDATORY REQUIREMENTS

2.1 Applicant Mandatory Requirements

The Applicant must provide proof with its application that the following Mandatory Requirements have been met:

2.1.1 The Applicant shall be a social organization as defined per Section 7-402 of the State Finance and Procurement Article of the Annotated Code of Maryland or a local, state government agency, public college or state university.

2.1.2 For social organization Applicants (not local, state government agency, public college, or state university), the Applicant must be a nonprofit organization, classified by the IRS as tax-exempt under section 501(c)(3) or section 501(c)(4) of the Internal Revenue Code. Applications must include attachments of the following documentation from the applicant:

REQUIRED DOCUMENTATION: Documentation of tax-exempt status of the Applicant or the Applicant's fiscal sponsor (i.e., IRS tax exempt status determination letter)

2.1.3 If the Applicant is a county or local government applying on behalf of a local fire department, volunteer fire company, or volunteer fire department, the Applicant County or local government must submit a list of those fire departments and/or volunteer fire companies/departments with an estimate of the number firefighters represented by each organization on whose behalf the Applicant is submitting an application.

REQUIRED DOCUMENTATION: A letter, on letterhead, from an authorized individual in the county or local government listing the local fire departments, volunteer fire companies, and/or volunteer fire departments represented in the application and an estimate of the number of firefighters represented by each organization.

2.14 A fire department applying independent of its local or county government shall be certified as a local fire department, or a volunteer fire company, or a volunteer fire department in Maryland.

REQUIRED DOCUMENTATION: As proof of meeting this requirement, the Applicant shall provide with its Application a letter from an authorized individual in the county or local government (e.g. municipality, township) on county or local government letterhead providing evidence of current status as a local fire department, volunteer fire company, or volunteer fire department. This letter should include the name and physical location/address of the Applicant.

2.1.5 A volunteer firefighter association applying on behalf of member volunteer fire departments or volunteer fire companies shall submit with its Application a letter from an authorized individual on their Board of Trustees or other similar board on their association's letterhead that a) provides evidence of current status as a volunteer firefighter association and b) lists each volunteer fire department or volunteer fire company on whose behalf the volunteer association is applying and c) the number of their member firefighters expected to participate in the screening project.

REQUIRED DOCUMENTATION: Letter from an authorized individual on the fire association's Board of Trustees, or other similar board, on their association's letterhead providing a) evidence of current status as a volunteer firefighter association, b) the names and physical locations/addresses of member volunteer fire departments or volunteer fire companies on whose behalf the Applicant is applying, and c) the estimated number of firefighters expected to participate in the proposed screening project.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

SECTION 3 – SCOPE OF WORK

3.1 Background and Purpose

According to the National Institute for Occupational Safety and Health (NIOSH), firefighters have a 9% higher risk of developing cancer and a 14% higher risk of dying from cancer compared to the general United States population.[1] Cancer screening tests are tests designed to find cancer in an individual who does not yet present with cancer signs or symptoms. These may include, but are not limited to:

- A laboratory test,
- An imaging procedure (like mammography)
- A medical procedure (like colonoscopy), and
- A genetic test (like a blood test to detect markers for kidney or colon cancer).

The State is issuing this solicitation to provide local fire departments, volunteer fire companies, and volunteer fire departments with grant funding to facilitate **innovative cancer screening** for Maryland professional and volunteer firefighters. The grants are provided through the Maryland Professional and Volunteer Firefighter Innovative Cancer Screening Technologies Program (Program), which is administered by the Maryland Department of Health (MDH). The Program is established under the authority of Health-General Article §§13-4001 – 13-4007, Annotated Code of Maryland and regulated by Maryland COMAR 10.04.08 (See Attachment I). The funds are to be used to cover costs associated with innovative cancer screening tests not offered during routine physical examinations or not covered by insurance. Since the results from these innovative screening tests do not diagnose cancer, program participants should discuss their results with their healthcare team and to receive guidance for any further diagnostic testing and treatment.

3.2 Scope of Work - Requirements

The steps for applying for this grant are, in summary,

1. Assemble a local health care team to help choose a screening test, to oversee the testing processes, and to help ensure participants receive appropriate counseling and navigation to diagnostic and treatment services, if needed.
2. Identify the number of firefighters at greatest risk for cancer and prioritize who will be screened.
3. Designate an operations person to lead the team.
4. Designate an administrative person to file reports and invoices and to communicate regularly with MDH.
5. Fill in Forms 1-7 and include them in the application.
6. Attach other required documents:
    a. 501(c)(3) or 501(c)(4) documentation
    b. An up-to-date W-9
    c. If Applicant is county or local government: see Section 2.1.3
    d. If Applicant is a fire department applying independent of its local or county government: See Section 2.1.4
    e. If Applicant is a volunteer firefighter association applying on behalf of member volunteer fire departments or fire companies: See Section 2.1.5

For this project, the Applicant must have a healthcare team in place to help make decisions about the best test to use and to help firefighter participants interpret results and, as needed, connect to diagnostic and treatment services. Partnerships with innovative cancer screening test companies are permitted, but cancer screening test company employees and, to

[1] Pinkerton L, Bertke SJ, Yiin J, *et al.* Mortality in a cohort of US firefighters from San Francisco, Chicago and Philadelphia: an update. *Occupational and Environmental Medicine* 2020;**77:**84-93.

reduce conflict of interest, affiliated consultants may not serve as members of the Applicant's healthcare team. A cancer screening test company may assist the Applicant to

- coordinate screening logistics,
- schedule screening sessions,
- provide written materials and templates for pre- and post-test counseling,
- ensure sample storage and transportation, and
- deliver results to individual participants.

Qualified healthcare staff from a cancer screening test company may also assist the Applicant's healthcare team with explaining test results to firefighter participants. However, a cancer screening test company shall not be the sole provider of pre- and post-test counseling to participant firefighters nor lead discussions about diagnosis and treatment with firefighters who participate in the project. A cancer screening test company may not lead comprehensive clinical decision-making with firefighters who participate in the project.

Using the forms provided in Attachment G, the Applicant shall:

3.2.1 Identify a Valid Innovative Cancer Screening Test and Services (Forms 1 and 2)

3.2.1.1 With assistance from their assembled healthcare team **(see Section 3.2.3 below**):

A. Investigate and compare available cancer screening tests.
   - The healthcare team may seek technical information or educational input from screening test companies, but all test selection decisions must be made independently by the healthcare team and the Applicant. A brief list of some known tests can be found in the Resources section of the Program's webpage.

B. Identify an innovative cancer screening test(s) appropriate for their firefighters.
   - Include as an attachment with this Application the manufacturer's scientific literature and supporting evidence that documents:
     1. the claimed accuracy and reliability of the proposed test;
     2. the scientific and clinical evidence supporting the claimed accuracy and reliability of the screening test;
     3. whether the test employs innovative or novel technologies such as DNA sequencing, genomics, proteomics, metabolomics, machine learning, artificial intelligence, big data analytics, and other state-of-the-art technology.
     4. whether the test can simultaneously screen for two or more cancer types for which firefighters have a higher incidence or death rate;
     5. the cost of each test; and
     6. whether the test is developed, manufactured, or commercialized by a business entity located in Maryland.

C. If more than one innovative cancer screening test will be used, describe the additional test(s) using the criteria listed in section 3.2.1.1 (B.1 through 6).

D. The clinical lead from your healthcare team must sign Form 1 attesting to selecting the test independent of the testing company.

3.2.1.2 Use Form 2 to list all the services the testing company will provide.

- Attach the proposal from the testing company attesting to the services it will provide.

3.2.2 Describe the Project Implementation Plan (Form 3)

3.2.2.1. Use Form 3 to describe

A. Who will be responsible for recruitment and carrying out the actions needed to recruit participants?

B. Who will be responsible for organizing the screening event(s)?

C. Who will be responsible for administering the screening tests, including ensuring each participant receives pre-test counseling that includes informed consent?
D. Who will ensure participants receive post-test counseling, as needed?
E. Who will be responsible for ensuring referrals and connections to care for diagnostic testing and treatment for participants who have positive screening test results?
F. Who will be responsible for obtaining summary/aggregate results from the testing company for grant reporting purposes?

3.2.2.2. Provide a brief description of what your organization will do to complete each activity in the last column on the right on Form 3.

3.2.3 Identify a Healthcare Team (Form 4)

In addition to assisting with the identification of an appropriate screening test, the project's healthcare team shall be responsible for

- overseeing test administration,
- ensuring comprehensive pre-and post-test counseling,
- ensuring appropriate referrals for diagnostics and treatment, and
- guiding care coordination and referrals to primary care.

Note: Employees and consultants of a testing company may not serve as members of the Applicant's healthcare team.

3.2.3.1 Identify the healthcare team member(s) who will:

A. Help the Applicant identify an appropriate innovative cancer screening test.

B. Lead clinical decision making throughout the project period.
C. Ensure appropriate pre- and post-screening procedures and protocols (development of informed consent forms, development of pre-and post-screening counseling protocols, and delivery of these vital services during the project period).
D. Lead blood draws at each screening session, if applicable.
E. Manage logistics, including test kit delivery and storage, sample processing (e.g., centrifuge and other necessary handling), and sample transportation, if applicable.
F. Referrals and care navigation, as needed.

3.2.3.2 Add any other relevant information about the healthcare team to the bottom of Form 4.

3.2.4 Prioritize Firefighters for Screening (Form 5)

3.2.4.1 Fill in Form 5: Firefighter Prioritization

A. Use at least two of the items listed as possible screening criteria to prioritize your firefighters at the highest risk of cancer (among all who are eligible for screening) based on the latest scientific and medical research.

B. Provide a brief explanation for why the criteria were chosen.

3.2.4.2. Identify:
A. the number of firefighters employed by, or serving with, the Applicant who may be eligible to be screened with the innovative cancer screening tests, including retirees.
B. the expected number of participants, including retirees.

3.2.5 Describe Your Organization's Background and Capacity (Form 6)

Applicants and their assembled healthcare team (see 3.2.3 above), either directly or through their subcontractor(s), must be able to provide all services and meet all the requirements requested in this solicitation. Successful Applicants shall remain responsible for performance regardless of subcontractor participation in the work.

- **Examples of services for which applicants may subcontract for include-phlebotomy, sample storage and sample transportation, and scheduling logistics.**

3.2.5.1 Organizational Capacity to describe the Applicant's Organization's Background and Capacity.

A. Clearly identify the county, municipality, volunteer fire association, local fire department, volunteer fire company, or volunteer fire department that will be the recipient of the grant.
B. *If two or more fire departments or fire companies are collaborating to procure and administer tests*, clearly indicate which one is the Applicant that will be responsible for receiving and administering the funding and submitting required reports on behalf of the other agencies.

3.2.5.2 Briefly (2-3 sentences) describe the local fire department(s) or volunteer fire company(ies) or volunteer fire department(s) that will be *served* by this grant.

- Location
- Service area/population served
- Any other information deemed relevant (average number of calls per week/month/year, etc.)

3.2.5.3 List general information about the firefighter population under consideration for screening, including

- race/ethnicity breakdown,
- gender,
- age ranges and average age,
- average length of fire service,
- percentage who are retirees, and
- average number of calls with fire exposure per firefighter.

3.2.5.4 Describe in 2-6 sentences:

- the Applicant's experience carrying out cancer screening projects.
- any experience implementing health programs for firefighters.

3.2.5.5 Briefly describe in 2-6 sentences the partners with whom you intend to carry out this innovative cancer screening technologies project and the roles they will play in the project.

3.2.6 Maintain Records of Cancer Screenings and Submit Financial Forms and Progress Reports (Form 7)

3.2.6.1 The Applicant shall attest to following the records retention procedures listed below:

A. Procure and administer the innovative cancer screening tests solely for the firefighters identified by the Applicant.

B. Verify the administration of the innovative cancer screening tests by health care providers or a clinical service.

C. Maintain an inventory of the innovative cancer screening tests or services purchased by the Applicant and maintain a record of the innovative cancer screening tests administered.

D. Retain all records pertaining to the grant for 3 years from the date the final report is submitted to MDH or longer in case of an audit or litigation until the completion of the audit or litigation.

E. Participate in audits as required by MDH.

3.2.6.2 The Applicant shall also attest to following the below reporting requirements.

A. Maintain and submit financial reports and records. This includes:

1. Establishing a separate account to track expenditures under the grant.

2. Maintaining accurate records, including documentation of each transaction associated with the grant.
3. Submitting invoices and financial reports (templates will be provided) by the deadline provided by MDH.
4. Submitting a final invoice for any unbilled expenditures by the deadline provided by MDH.
5. Submitting refunds of any unexpended funds by the deadline provided by MDH.

B. Along with each invoice submitted,

1. Submit an interim report describing the progress of the grant using the template provided by MDH. The interim progress report should provide an update on the activities in the Project Implementation Plan (Form 3) submitted by the Applicant and approved by MDH.

C. Submit a comprehensive final report describing the activities conducted under the grant for the entire grant period no later than 45 days after the date the grant period ends. The comprehensive final report shall be on the template provided by MDH and will include performance measures such as:

1. The number of individuals screened through the grant
2. The type of screening test(s) used
3. The cost of the screening test(s)
4. The number of risks factors or actionable findings detected by the screening test(s)
5. The types of cancer risks or actionable findings detected by the screening test(s)
6. The types of cancers detected by the screening test(s)
7. The number of cancers detected by the screening test(s)

3.2.7 The Americans with Disabilities Act:

The Applicant will attest to following the requirements of this law on **their Transmittal Letter (see template on Attachment I).**

The Americans with Disabilities Act (https: www.ada.gov/) protects qualified individuals with disabilities from discrimination on the basis of disability in services, programs, and activities. Accessibility and inclusion of diverse populations are essential to reduce health disparities for vulnerable populations. Contractors must comply with all ADA requirements in their work to ensure the needs of persons with disabilities and other vulnerable populations are met. This includes, but is not limited to:

- facilities and any venues used for meetings/conferences are accessible.
- requested accommodations are provided in a timely manner; and
- written and printed materials developed in accessible formats (easy to read, large print, etc.), or providing access to alternative formats.

For contracts which include direct patient care or service delivery through a program, the ADA requires entities provide full and equal access for people with disabilities. This includes, but is not limited to:

- reasonable modifications of policies, practices, and procedures.
- effective communication; and
- accessible facilities.

3.3 Invoicing

3.3.1 **General**

(a) All invoices shall include the following information:

- Grantee name;

- Remittance address;
- Federal taxpayer identification number (or if sole proprietorship, the individual's social security number);
- Invoice period;
- Invoice date;
- Invoice number
- State assigned Contract number;
- State assigned (Blanket) Purchase Order number(s);
- Goods or services provided; and
- Amount due.

Invoices submitted without the required information cannot be processed for payment until the Contractor provides the required information.

(b) The Department reserves the right to reduce or withhold Grant payment in the event the Grantee does not provide the Department with all required deliverables within the time frame specified in the Grant or in the event that the Grantee otherwise materially breaches the terms and conditions of the Grant until such time as the Grantee brings itself into full compliance with the Grant.

3.3.2 **Invoice Submission Schedule**

This grant is reimbursement-based funding. Grant recipients must submit an invoice with appropriate documentation of expenses to MDH for reimbursement of those expenses.

The Grantee shall submit invoices in accordance with the following schedule:

Documents	Reporting Period	Due Date	Notes
Invoice and Interim Progress Report	March 1, 2027 – June 30, 2027	July 15, 2027	Invoices must be accompanied by adequate support documentation and a Progress Report
Final Financial Report and Final Progress Report	March 1, 2027 – June 30, 2027	August 15, 2027	
Grantees may submit their invoices and progress reports before the due date.			

- **The invoice (template to be provided by the contract monitor) is due by the 15th day of the month following the end of the grant period. An interim progress report (template to be provided by the contract monitor) must be submitted with that invoice.**
- **A final financial report listing all grant expenditures during the award period (template to be provided by contract monitor) is due no later than 45 days after the date the grant period ends. A final progress report (template to be provided by contract monitor) is also due at that time.**

Supporting Documentation Requirements: The award recipient must be able to support grant expenditures with adequate source documentation. The extent of the documentation required is affected by the budgetary categories stated in the approved budget. The nature and type of documentation needed may also vary, depending on the relationship to specific internal controls.

3.3.3 Insurance Requirements - The recommended awardee must maintain current certificate(s) of insurance with the prescribed coverages, limits and requirements set forth in this section within five (5) Business

Days from notice of recommended award. During the period of performance for multi-year contracts, the Grantee shall provide certificates of insurance annually, or as otherwise directed by the Contract Monitor. Any insurance furnished as a condition of the Contract shall be issued by a company authorized to do business in the State of Maryland.

3.3.3.1 Subcontractor Insurance - The Grantee shall require any subcontractors to obtain and maintain comparable levels of coverage and shall provide the Contract Monitor with the same documentation as is required of the Contractor.

3.3.3.2 The following type(s) of insurance and minimum amount(s) of coverage are required:

A. Commercial General Liability - of $1,000,000 combined single limit per occurrence for bodily injury, property damage, and personal and advertising injury and $3,000,000 annual aggregate. The minimum limits required herein may be satisfied through any combination of primary and umbrella/excess liability policies.

SECTION 4 – APPLICATION FORMAT

4.1 Two Part Submission

4.1.1 Applicants shall submit applications in separate volumes:

- Volume I – Project Narrative
- Volume II – Budget Justification/Narrative

4.2 Applications

4.2.1 Applications must be submitted to eMaryland Marketplace Advantage (eMMA). Procurement Officer will not accept submission after the date and exact time stated in the Key Information Summary Sheet.

4.2.1.1 The submission subject line shall state the RFA Title and PHPA number and either Project Narrative or Budget Narrative.

4.2.1.2 Two Part Submission:
A. Project Narrative (See Section 4.3)
B. Budget Justification/Narrative (See Section 4.4)

4.2.2 Applications will be shown only to State employees, members of the Evaluation Committee, or other persons deemed by the Department to have a legitimate interest in them.

***All information submitted as part of this proposal is subject to release under the Public Information Act (PIA). If you would like the Maryland Department of Health (MDH) to consider redactions in the event that your proposal is subject to a PIA request, submit a proposed PIA copy including justifications for each redaction and under what statute that justification is qualified for redaction.**

4.3 Volume I – Project Narrative

Note: No pricing information is to be included in the Project Narrative (Volume 1). Pricing information is to be included only in the Budget Justification/Narrative (Volume II).

4.3.1 The Project Narrative shall include the following documents and information in the order specified as follows:

4.3.1.1 Transmittal Letter:

- Applicant;
- Solicitation Title and Solicitation Number that the Proposal is in response to;
- Signature, typed name, and title of an individual authorized to commit the Applicant to its Proposal;
- Federal Employer Identification Number (FEIN) of the Applicant, or if a single individual, that individual's Social Security Number (SSN);
- Applicant's eMMA number;
- Applicant's MBE certification number (if applicable);
- Applicant's SBR number (if applicable) – please contact eMMA at 410-767-1492 if you don't know your number.

- A one sentence attestation that the Applicant will follow the requirements of the Americans with Disabilities Act (Section 3.2.8)

4.3.1.2 Scope of Work on Forms 1-7 (as described in Section 3.2).

4.3.1.3 Mandatory Requirements Documentation as specified in Sections 2.1.2 – 2.1.5.

4.3.1.4 Applicant Technical Response to RFA Requirements and Proposed Work Plan:

a. The Applicant shall address each Scope of Work requirement (Section 3.2) and provide details on Forms 1-7.

b. Applicant shall use the Application Final Checklist to acknowledge

1. They have read the American with Disabilities Act Statement in Section 3.2 and will meet all requirements.
2. They have attested to all the required parts of the Scope of Work.

4.3.1.5 Signed W-9 with Contact Person Names and Phone Number

4.3.1.6 SDAT Status- Maryland State Department of Assessments & Taxation (SDAT).
Visit https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx for additional information.

a. The applicant shall take the necessary steps to ensure good standing with the Maryland State Department of Assessments & Taxation.

b. The applicant must be in good standing at the time the award is made.

4.4 Volume II – Budget/Budget Narrative

4.4.1 In a file separate from the Project Narrative and clearly identified in the format identified in Section 4.2 "Applications," the Applicant shall submit a copy of the Budget/Budget Narrative. The Budget/Budget Narrative shall contain all price information in the format specified in **Exhibit B**. The Applicant shall complete the Budget/Budget Narrative Form only as provided in the Budget Narrative Form.

4.4.2 The Applicant shall attach to the Budget Form **Exhibit B** document that details the total cost of the proposed activities. The budget categories may include: Personnel (salary and fringe), Consultants; Travel; Contractual; Supplies; Operating Costs; and Other project-related costs.

SECTION 5 – EVALUATION COMMITTEE, EVALUATION CRITERIA, AND SELECTION PROCEDURE

5.1 Evaluation Committee

5.1.1 Evaluation of Applications will be performed by a committee established for that purpose and based on the evaluation criteria set forth below. The Evaluation Committee will review Applications, participate in Applicant oral presentations and discussions, and provide input to the Procurement Officer. The Department reserves the right to utilize the services of individuals outside of the established Evaluation Committee for advice and assistance, as deemed appropriate.

5.2 Project Narrative Evaluation Criteria

The criteria to be used to evaluate each Project Narrative within the Scope of Work: Requirements are listed below in descending order of importance.

5.2.1. Identify a Valid Innovative Cancer Screening Test and Services as described in Section 3.2.1 and on Forms 1 and 2

5.2.2. Describe the Project Implementation Plan as described in Section 3.2.2 and on Form 3

5.2.3. Identify a Healthcare Team as described in Section 3.2.3 and on Form 4

5.2.4. Prioritize Firefighters for Screening as described in Section 3.2.4 and on Form 5

5.2.5. Describe Your Organization's Background and Capacity as in Section 3.2.5 and on Form 6

5.2.6. Maintain Records of Cancer Screenings and Submit Financial Forms and Progress Reports as described in Section 3.2.6 and on Form 7

5.2.7

5.3 Budget Narrative Evaluation Criteria

All Qualified Applicants will be ranked from the lowest (most advantageous) to the highest (least advantageous) based on the rating of the Project Narratives. The Budget/Budget Narrative (including the Budget Form and Budget Narrative), will be evaluated based on reasonable cost given the time and effort described in the Project Narrative. The budget line items must be within the stated guidelines set forth in this RFA and as submitted on **Exhibit B** – Budget/Budget Narrative.

5.4 Selection Procedures

5.4.1 General

The Grant will be awarded in accordance with the Standard Grant Agreement method outlined in the Announcement. The State may determine an Applicant to be non-responsive and/or an Applicant's Application to

be not reasonably susceptible of being selected for award at any time after the initial closing date for receipt of Applications and prior to Grant award.

If the State finds an Applicant to be not responsive and/or an Applicant's Project Narrative to be not reasonably susceptible of being selected for award, that Applicant's Budget Narrative will be returned if the Budget Narrative is unopened at the time of the determination.

5.4.2 Award Determination

Upon completion of the Project Narrative and Budget Narrative evaluations and rankings, each Applicant will receive an overall ranking. The Procurement Officer will recommend award of the Grant to the responsible Applicant that submitted the Application determined to be the most advantageous to the State. In making this most advantageous Application determination, technical factors and financial factors will be weighted equally.

RFA ATTACHMENTS

EXHIBIT A – Budget Form
This must be completed and submitted with the Project Narrative in a separate envelope.

EXHIBIT B- Budget Narrative
This form must be completed and submitted with the Budget Form in a separate envelope from the Project Narrative.

EXHIBIT C- Standard Grant Agreement "Sample"
This is the sample grant agreement used by the Department. **It is provided with the RFA for informational purposes and is not required to be submitted an Application submission time.** Upon notification of recommendation for award, a completed standard grant agreement will be sent to the recommended awardee for signature. The recommended awardee must return to the Procurement Officer one (1) executed copies of the Standard Grant Agreement within five (5) Business Days after receipt. Upon award, a fully executed copy will be sent to the Grantee. **APPENDIX A & B**

EXHIBIT D – RFA Document Checklist
Use this checklist to ensure that the required documents for the Project Narrative and Budget Narrative are completed.

ATTACHMENT A- Conditions of Award

ATTACHMENT B- Federal Funds

ATTACHMENT C- Debarment Affirmation

ATTACHMENT D - Certification Regarding Tobacco Smoke

ATTACHMENT E - Certification Regarding Lobby

ATTACHMENT F- Additional Information required for Prevention and Health Promotion Administration Grants

ATTACHMENT G: Forms 1-7

ATTACHMENT H: Evaluation Criteria Weights

ATTACHMENT I: Transmittal Letter Template

ATTACHMENT J: COMAR 10.14.08 01- .08

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

BUDGET FORM

The Budget Narrative shall contain all price information in the format specified on these pages. Complete the Budget Form only as provided in the Budget Form format. Do not amend, alter or leave blank any items on the Budget Form. Failure to adhere to any of these instructions may result in the Budget Narrative being determined non-responsive and rejected by the Department.

Submitted By:
Authorized Signature: _____ Date: _____
Printed Name and Title: _____
Organization Name :

_____
Organization Address: _____
Location(s) from which services will be performed (City/State): _____
FEIN: _____
eMMA #: _____
Telephone: (_____) _____-- _____
Fax: (_____) _____--_____
E-mail: _____

Budget Summary

Line Item	Qty	Unit Cost	Total Cost
Medical Supplies (test kits)			
Other Medical Supplies (syringes, tourniquets, etc.)			
Purchase of Services (full-body ultrasound, phlebotomy, participant counseling services, etc.)			
Other (Specify)			
TOTAL			

BUDGET NARRATIVE TEMPLATE

Sample Line-Item Justification

Medical Supplies (Purchase of Test Kits): $15,500

Justification: Funds will be used to purchase blood-based test kits to screen 62 professional, volunteer, and retired firefighters at highest risk. These 62 firefighters are part of the Anaheim Firefighters Association.

$250/test kit x 62 firefighters = $15,500

Purchase of Service (Local Health Clinic Compensation): $6,900

Justification: Funds will be used to compensate two nurse practitioners at Anaheim Wellness Clinic to support the project as part of the health care team assisting with test selection, project oversight, clinical leadership, and referrals for diagnosis and treatment.

$75/hour x 2 Nurse Practitioners x 46 hours (estimated) =$6,900over the project period

EXHIBIT C – Standard Grant Agreement "Sample" (Replace with RFA template revision)

ORGANIZATIONS RECEIVING APPROPRIATIONS FROM THE STATE
STANDARD GRANT AGREEMENT

This Agreement, which is executed in compliance with Section 7-402 of the State Finance and Procurement Article of the Annotated Code of Maryland, is made this <enter day> day of <month, year>, between the State of Maryland (the "State"), acting through the Maryland Department of Health, (the "Department"), located at <enter MDH Address> and the <grantee name> (the "Grantee"), located at <grantee address> in <county / city> County, <state, zip>, a Maryland Limited Liability Company / Corporation. .

1. Effective on the date of execution of this Agreement, the State is extending to the Grantee a grant in the amount of <amount in words> Dollars ($ xx,xxx.xx) (the "Grant"), which the Grantee shall use only for the following purposes: <grant purpose>

2. Any expenditure of Grant funds that is not consistent with the purposes stated in paragraph 1 may, at the sole discretion of the Department, be disallowed. Should any expenditure be disallowed, or should the Grantee violate any of the terms of this Agreement, the State may require repayment to the State Treasury, an offset from any State Grant to the Grantee in the current or succeeding fiscal year, or other appropriate action. The Grantee shall repay to the State any part of the Grant that is not used for the purposes stated in paragraph 1 within 3 months after the date of this Agreement.

3. The Grantee may not sell, lease, exchange, give away, or otherwise transfer or dispose of real or personal property, or any part of or interest in real or personal property, acquired with Grant funds without the prior written consent of the Department. This includes transfer or disposition to a successor on the merger, dissolution, or other termination of the existence of the Grantee. The Grantee shall give the Department written notice at least 30 calendar days before any proposed transfer or disposition. Any proceeds from a permitted transfer or disposition shall be applied to repay to the State a percentage of that portion of the Grant allocable to the particular real or personal property transferred or disposed of, unless the Department and the Grantee agree to other terms and conditions. The percentage shall be equal to the percentage of the unadjusted basis of the property that would remain if the property had been recovery property placed in service after December 31, 1980, and if all allowable deductions had been taken up to the time of disposition under the Accelerated Cost Recovery System (ACRS) specified in the United States Internal Revenue Code, Section 168(b)(1).

4. For any item of real or personal property that is acquired with Grant funds and has an original fair market value of Five Thousand Dollars ($5,000) or more, the Grantee shall, at its own expense, and for the reasonable useful life of that item or for 5 years, whichever is less, obtain and maintain insurance. The insurance shall provide full protection for the Grantee and the State against loss, damage, or destruction of or to the real or personal property. The Grantee shall, on request, provide the Department with satisfactory evidence of its compliance with this requirement. Proceeds of insurance required by this paragraph shall be applied toward replacement of the real or personal property or toward the partial or total repayment of the State of the Grant, in the sole discretion of the Department.

5. The Grantee may not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or any other characteristic forbidden as a basis for discrimination by applicable laws and certifies that its Constitution or by-laws contains a non-discrimination clause consistent with the Governor's Code of Fair practices.

6. The person executing this Agreement on behalf of the Grantee certifies, to the best of that person's knowledge and belief, that:

A.) Neither the Grantee, nor any of its officers or directors, nor any employee of the Grantee involved in obtaining contracts with or grants from the State or any subdivision of the State, has engaged in collusion with respect to the Grantee's application for the Grant or this Agreement, or the performance of this Agreement, or has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the United States.

B.) The Grantee has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Grantee, to solicit or secure the Grant or this Agreement, and the Grantee has not paid or agreed to pay any such entity any fee or other consideration contingent on the making of the Grant or this Agreement; the grantee understands and complies with the Conflicts of Interest provision of the Public Ethics Law, Maryland Code Annotated, General Provisions, Title 5, Subtitle 5 and as otherwise set forth under Maryland law..

C.) The Grantee, if incorporated, is registered or qualified in accordance with the Corporations and Associations Article of the Annotated Code of Maryland, is in good standing, has filed all required annual reports and filing fees with the Department of Assessments and Taxation and all required tax returns and reports with the Comptroller of the Treasury, the Department of Assessments and Taxation, and the Department of Labor, Licensing and Regulation, and has paid or arranged for the payment of all taxes due to the State; and

D.) No money has been paid to or promised to be paid to any legislative agent, attorney, or lobbyist for any services rendered in securing the passage of legislation establishing or appropriating funds for the Grant.

E.) Neither the Grantee, nor any of its officers or directors, nor any person substantially involved in the contracting or fund raising. activities of the Grantee, is currently suspended or debarred from contracting with the State or any other public entity or subject to debarment under the Code of Maryland Regulations, COMAR 21.08.04.04.

7. Within 60 calendar days after the close of any grant period in which the Grantee receives funds under this Agreement, the Grantee shall provide to the Department an itemized statement of expenditures, showing how the funds were expended for that grant period. In addition, a copy of the statement shall be mailed to the Director, General Accounting Division, Office of the Comptroller of the Treasury, Room 200, Louis L. Goldstein Treasury Building, Annapolis, Maryland 21401. The Grantee shall retain bills of sale or other satisfactory evidence of the acquisition of any real or personal property for at least 3 years after the date of this Agreement. The Department, the Department of Budget and Management, the State Comptroller, and the Legislative Auditor, or any of them, may examine and audit this evidence, on request, at any reasonable time within the retention period.

8. The Grantee shall comply with Section 7-221, 7-402, and 7-403 of the State Finance and Procurement Article of the Annotated Code of Maryland, as applicable.

9. The laws of Maryland shall govern the interpretation and enforcement of this Agreement.

10. This Agreement shall bind the respective successors and assigns of the parties.

11. The Grantee may not sell, transfer, or otherwise assign any of its obligations under this Agreement, or its rights, title, or interest in this Agreement, without the prior written consent of the Department.

12. No amendment to this Agreement is binding unless it is in writing and signed by both parties.

13. The following items are incorporated by referenced and made a part of this Agreement. Appendix A & B, Attachment A, B, C, D, E.&F.
14. The Grantor can terminate this agreement, in whole or in part, for convenience, without a breach or default of the Grantee, with thirty days notice to the Grantee.
15. Grantee agrees to indemnify, defend and hold harmless the State of Maryland from any claims, demands, losses, or suits arising from or out of their performance of this Agreement.

SIGNATURES ON THE FOLLOWING PAGE

IN TESTIMONY WHEREOF, WITNESS the hands and seals of the parties.

GRANTEE	DEPARTMENT
_____	_____
(Name of Corporation or Association)	Maryland Department of Health.
	(Name of Corporation or Association)
By: _____	By: _____
SEAL	SEAL
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

APPENDIX A

The Department's Grant Monitor is:

<Name and Title of MDH grant monitor>
<Office>
Maryland Department of Health
201 W. Preston Street
Baltimore, Maryland 21201
Phone:
Email:

The Grantee's Grant Monitor is:

<enter name, title, office, grantee agency, address, phone number and email >

I. BACKGROUND INFORMATION OF AGREEMENT

<Enter background information of the agreement>

II. DUTIES OF THE GRANTEE

SCOPE OF WORK:

<Enter all duties and scopes of work for the grant agreement>

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

APPENDIX B (insert revised budget)

Cost Estimate for:

<Name of Project>

PERIOD OF PERFORMANCE - <Date of Project>

<Enter Budget>

II. DUTIES OF THE DEPARTMENT

Other than awarding the funds to the <grantee/sub-recipient/sub-awardee> for this project <MDH awarding agency> will:

Provide necessary technical support and monitoring to <grantee/sub-recipient/sub-awardee> to ensure state and federal grant compliance.

This includes but is not limited to:

- Completion of the MDH Office of the Inspector General Risk Assessment. Visit https://health.maryland.gov/oig/Pages/DHMH%20OIG.aspx for more information.
- Completion of the Standard Grant Agreement Checklist.
- Determination of Good Standing with the Maryland State Department of Assessments & Taxation (SDAT). Visit https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx for additional information.
- Review for Debarment, Suspension, or any Exclusion from doing business with Maryland. Visit https://bpw.maryland.gov/pages/debarments.aspx for additional information.
- Determination regarding No Conflicts of Interest.
- Review of Single Audits

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

SECTION IV. INCORPORATION BY REFERENCE

Both parties hereby agree that the documents described below, if any, are hereby incorporated into and made an integral part of this Agreement: (Type "None", if none)

Exact Title of Document(s)	Number of Pages
Conditions of Award- Attachment A	2
Federal Funds- Attachment B	2
Debarment Affirmation- Attachment C	2
Certification Regarding Tobacco Smoke- Attachment D	1
Certification Regarding Lobby- Attachment E	5
Additional Information required for Prevention and Health Promotion Administration Grants – Attachment F	2

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

ATTACHMENT A

CONDITIONS OF AWARD

Maryland Department of Health (MDH)
<Enter Department Here>
<Enter Federal Awarding Agency Here>
<Enter Name of Federal Award and Grant Number Here>

Period of Performance: <Enter from and To Dates Here>

Important Dates:

<Enter Date Here>:	Quarterly progress report
<Enter Date Here>:	All funds obligated
<Enter Date Here>:	All funds must be spent
<Enter Date Here>:	Final progress and fiscal report due to MDH

The grantee/sub-grantee/sub-recipient (circle one), shall comply with these conditions. Consequences for failure to comply with these conditions may include: a point reduction in score for future competitive and non-competitive applications, a reduction of overall award, audit exceptions and/or reduction in future awards.

Program Requirements:

1. The grantee/sub-grantee/sub-recipient, <Enter Grantee Name Here > agrees to comply with MDH guidelines and initiatives with regards to their expenditures/purchases.
2. When procuring equipment, the recipient must comply with the procurement standards at 45 CFR Part 92.36 and 45 CFR 74.40 through 74.48, including 74.45, which requires the performance and documentation of some form of cost or price analysis with every procurement action.
3. The grantee/sub-grantee/sub-recipient, will perform activities that coordinate, integrate, prioritize and sustain improvements in public health emergency preparedness.
4. The grantee/sub-grantee/sub-recipient, shall cite < Enter Name of Federal Award > and the MDH <Enter Department Here> as a funding source when publishing or presenting data or programs partially or fully funded by MDH grants.
5. The grantee/sub-grantee/sub-recipient, should inform the MDH <Enter Department Here> as a courtesy when a presentation or publication is made public that involves programs or data partially or fully funded by MDH, and any federal grants. All reports, data, software, or presentations generated from federal funded projects must be made available to MDH for review and comment prior to release or distribution.

Fiscal Requirements:

1. The grantee/sub-grantee/sub-recipient, shall **not** use <Enter Name of Federal Award> to:
    a. Support the costs of operating clinical trials of investigational agents, equipment or treatments;
    b. Make payments directly to recipients of services, except for reimbursement of reasonable and allowable out-of-pocket expenses associated with consumer participation in State or consortia activities;
    c. Support legal services;
    d. Provide direct maintenance expenses of privately owned vehicles or any other costs associated with a vehicle, such as lease or loan payments, vehicle insurance, or license registration fees;
    e. Purchase or improve land, or to purchase, construct, or make permanent improvements to any building, except for minor remodeling;
    f. Pay property taxes;
    g. Fund capital improvement projects;

h. Supplant personnel costs and/or other activities.
i. Prepare, distribute, or use of any material (publicity/propaganda) or to pay the salary or expenses of grants, contract recipients, or agents that aim to support or defeat the enactment of legislation, regulation, administrative action, or executive order proposed or pending before a legislative body.

2. The grantee/sub-grantee/sub-recipient will comply with all MDH and federal fiscal requirements for timely submission of detailed budgets and budget modifications, including monthly invoice requirements.
3. The grantee/sub-grantee/sub-recipient will return any unspent and unobligated funds to MDH and provide the necessary supporting documentation.

Audits:
The grantee/sub-grantee/sub-recipient shall submit audits in accordance with Federal OMB 2 CFR 200, Subpart F - Audit Requirements. An electronic copy of all audits (2 CFR 200 Subpart F, as well as independent auditors) performed against federal funding should be forwarded to the Department for review.

Site Visits and Surveys:
1. As requested, the grantee/sub-grantee/sub-recipient shall participate fully in the MDH <Enter Department Here> Quality Improvement and Technical Assistance activities, which may include, but are not limited to:
    a. Comprehensive site visits at the Department's request within the project period;
    b. Interviews of staff, review of fiscal and program records, **monitoring, risk assessment**, review of inventory purchased against federal funding, interviews with administrators, and observation of program activities/facility.

Equipment Inventory Requirements:
Equipment purchased with federal funds may be recalled or requested to support local, regional and/or statewide emergency response efforts and must be cataloged for future reference and review. Cataloging of equipment should be updated and maintained throughout the project period.

Risk Assessment:
The grantee/sub-grantee/sub-recipient shall be required to participate in an MDH Risk Assessment in accordance with Federal OMB 2 CFR §200.205 (b) through (d), §200.207, and §200.331 (b) thru (h). As part of this requirement, sub- recipients will be monitored based on a risk level of High, Medium or Low. Each risk level imposes certain monitoring requirements set by the MDH Office of the Inspector General in accordance with the above federal guidelines.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

ATTACHMENT B. FEDERAL FUNDS

A Summary of Certain Federal Fund Requirements and Restrictions

1. Form and rule enclosed: 18 U.S.C. 1913 and Section 1352 of P.L. 101-121 require that all prospective and present sub-grantees (this includes all levels of funding) who receive more than $100,000 in federal funds must submit the form "Certification Against Lobbying." It assures, generally, that recipients will not lobby federal entities with federal funds, and that, as is required, they will disclose other lobbying on form SF- LLL.

2. Form and instructions enclosed: "Form LLL, Disclosure of Lobbying Activities" must be submitted by those receiving more than $100,000 in federal funds, to disclose any lobbying of federal entities (a) with profits from federal contracts or (b) funded with nonfederal funds.

3. Form and summary of Act enclosed: Sub-recipients of federal funds on any level must complete a "Certification Regarding Environmental Tobacco Smoke," required by Public Law 103-227, the Pro-Children Act of 1994. Such law prohibits smoking in any portion of any indoor facility owned or leased or contracted for regular provision of health, day care, early childhood development, education, or library services for children under the age of 18. Such language must be included in the conditions of award (they are included in the certification, which may be part of such conditions.) This does not apply to those solely receiving Medicaid or Medicare, or facilities where WIC coupons are redeemed.

4. In addition, federal law requires that:

A) Title 2 of the Code of Federal Regulations (CFR) 200, specifically Subpart D, requires that grantees (both recipients and sub-recipients) which expend a total of $750,000 in federal assistance shall have a single or program-specific audit conducted for that year in accordance with the provisions of the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156 and Title 2 CFR 200, Subpart D. All sub-grantee audit reports, performed in compliance with Title 2 CFR 200 shall be forwarded within 30 days of report issuance to the Contract Monitor.

B) All sub-recipients of federal funds comply with Sections 503 and 504 of the Rehabilitation Act of 1973, the conditions of which are summarized in item (C).

C) Recipients of $10,000 or more (on any level) must include in their contract language the requirements of Sections 503 (language specified) and 504 referenced in item (B).

Section 503 of the Rehabilitation Act of 1973, as amended, requires recipients to take affirmative action to employ and advance in employment qualified disabled people. An affirmative action program must be prepared and maintained by all contractors with 50 or more employees and one or more federal contracts of $50,000 or more.

This clause must appear in subcontracts of $10,000 or more:

1) The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all upgrading, demotion or transfer, recruitment, advertising,

layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

2) The contractor agrees to comply with the rules, regulations, and relevant orders of the secretary of labor issued pursuant to the act.

3) In the event of the contractor's non-compliance with the requirements of this clause, actions for non-compliance may be taken in accordance with the rules, regulations and relevant orders of the secretary of labor issued pursuant to the act.

4) The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the director, provided by or through the contracting office. Such notices shall state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.

5) The contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973, and committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.

6) The contractor will include the provisions of this clause in every subcontract or purchase order of $10,000 or more unless exempted by rules, regulations, or orders of the [federal] secretary issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.

Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 791 et seq.) prohibits discrimination on the basis of handicap in all federally assisted programs and activities. It requires the analysis and making of any changes needed in three general areas of operation- programs, activities, and facilities and employment. It states, among other things, that:

Grantees that provide health ... services should undertake tasks such as ensuring emergency treatment for the hearing impaired and making certain that persons with impaired sensory or speaking skills are not denied effective notice with regard to benefits, services, and waivers of rights or consents to treatments.

D) All sub-recipients comply with Title VI of the Civil Rights Act of 1964 that they must not discriminate in participation by race, color, or national origin.

E) All sub-recipients of federal funds from SAMHSA (Substance Abuse and Mental Health Services Administration) or NIH (National Institute of Health) are prohibited from paying any direct salary at a rate more than Executive Level II of the Federal Executive pay scale, per year. (This includes, but is not limited to, sub-recipients of the Substance Abuse Prevention and Treatment and the Community Mental Health Block Grants and NIH research grants.)

F) There may be no discrimination on the basis of age, according to the requirements of the Age Discrimination Act of 1975.

G) For any education program, as required by Title IX of the Education Amendments of 1972, there may be no discrimination on the basis of sex.

H) For research projects, a form for Protection of Human Subjects (Assurance/ Certification/ Declaration) should be completed by each level funded, assuring that either: (1) there are no human subjects involved, or (2) an Institutional Review Board (IRB) has given its formal approval before human subjects are involved in research. [This is normally performed during the application process rather than after the award is made, as with other assurances and certifications.]

I) In addition, there are conditions, requirements, and restrictions which apply only to specific sources of federal funding. These should be included in your grant/contract documents when applicable.

J) National Defense Authorization Act of 2019 (NDAA). The NDAA prohibits the use of federal funds to cover the cost of equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system or critical technology as part of any system. Section 889 of the NDAA defines "covered telecommunications or services" to mean telecommunications and video surveillance equipment or services produced by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). "Covered telecommunications equipment or services" also includes telecommunications or video surveillance equipment or services provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity that is owned or controlled by the government of a covered foreign country, i.e. The Republic of China.

G-1

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative

agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Award No.	Organizational Entry
Name and Title of Official Signing for Organizational Entry	Telephone No. Of Signing Official
Signature of Above Official	Date Signed

G-2

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. **Type of Federal Action:** a. Contract b. Grant c. Cooperative Agreement d. Loan e. Loan guarantee f. Loan insurance	**2.** **Status of Federal Action:** a. Bid/Offer/application b. Initial award c. Post-award	**3.** **Report Type:** a. Initial filing b. Material change For Material Change Only: Year _____ quarter _____ Date of last report _____

4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee Tier _____, if known: Congressional District, *if known*:	**5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:** Congressional District, *if known*:
6. Federal Department/Agency:	**7. Federal Program Name/Description:** CFDA Number, *if applicable*: _____
8. Federal Action Number, if known:	**9. Award Amount,** *if known:* $
10. a. Name and Address of Lobbying Registrant *(if individual, last name, first name, MI):*	**b. Individuals Performing Services** *(including address if different from No. 10a) (last name, first name, MI):*

11. Amount of Payment *(check all that apply)* $_____ ☐ actual ☐ planned	**13. Type of Payment** *(check all that apply)* ☐ a. retainer ☐ b. one-time ☐ c. commission ☐ d. contingent fee ☐ e. deferred ☐ f. other; specify: ____
12. Form of Payment *(check all that apply)* ☐ a. cash ☐ b. in-kind, specify: nature _____ value: –	
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11: (attach Continuation Sheet(s) SF-LLLA, if necessary)	
15. Continuation Sheet(s) SF-LLLA attached: ☐ Yes ☐ No	
16. Information requested through this form is authorized by title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than$10,000 and not more than $100,000 for each such failure.	Signature: __ Print Name: __ Title: __ Telephone No.: _____ Date: _____
Federal Use Only	Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, sub-grants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Sub-awardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

11. (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

12. The certifying official shall sign and date the form and print his/her name, title, and telephone number.

Public Law 103-227, also known as the Pro Children Act of 1994, Part C Environmental Tobacco Smoke, requires that smoking not be permitted in any portion of any indoor facility owned, or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated or maintained with such federal funds. The law does not apply to children's services provided in private residences, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole sources of applicable federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed. Failure to comply with the

provisions of the law may result in the imposition of a civil monetary penalty of up to $1000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the Offeror/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization further agrees that it will require the language of this certification be included in any sub-awards which contain provisions for children's services and that all sub-recipients shall certify accordingly.

Signature of Authorized Certifying Individual

Certification Regarding Lobbying

The undersigned certifies to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any Federal contract the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension continuation, renewal amendment or modification of any Federal contract, grant loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract grant loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbing" in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contract, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered unto. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352 title U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 for each such failure.

Award No.	Organizational Entry
Name and Time of Official signing for Organizational Entry X	Telephone No. of Signing Official X
Signature of Above Official X	Date Signed X

INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A continuation sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub awards include but are not limited to subcontracts, sub-grants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Sub-awardee", then enter the full name, address, city, state, and zip code of the prime Federal recipient. Include Congressional District if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational Level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal Identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number, Invitation for BID (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
    (b) Enter the full names of the individual(s) performing services and include full address if different from 10 (a). Enter Last Name, First Name, and Middle initial (MI).

11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.

12. Check the appropriate box (es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.

13. Check the appropriate box (es). Check all boxes that apply. If other, specify nature.

14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Includes all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal Official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.

15. Check whether or not a SF-FFF-A Continuation Sheet(s) is attached.

16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instruction searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S. C 1352 (See reverse for public burden disclosure.)

1. Type of Federal Action: a. Contract b. Grant c. Cooperative agreement d. Loan e. Loan guarantee f. Loan insurance	2. Status of Federal Action: a. Bid/offer/application b. Initial award c. Post-award	3. Report Type a. Initial filing b. Material change For Material Change Only: Year _____ quarter _____ Date of last report _____

4. Name and Address of Reporting Entity: _____ Prime _____ Sub-awardee Tier _____ if known: Congressional District, *if known*	5. If Reporting Entity in No. 4 is Sub-awardee, enter Name and address of Prime: Congressional District, *if known*
6. Federal Department/Agency:	7. Federal Program Name/Description:
8. Federal Action Number, *if known;*	9. Award Amount, *if known:*
10. a. Name and Address of Lobbying Entity: *(If individual, last name, first name, MI):*	11. Individuals Performing Services (*Including address if different from No. 10a)* *(Last name, first name, MI):*
11. Amount of Payment (*check all that apply):* *$ _____ actual _____ planned _____*	13. Type of Payment *(Check all that apply):* __ *a. Retainer* __ *b. One-time fee* __ *c. Commission* __ *d. Contingent fee* __ *e. Deferred* __ *f. Other, specify: _____*
12. Form of Payment (*check all that apply):* ____ a. Cash ____ b. In-kind: specify: nature _____ value _____	

14 Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:

(Attached Continuation Sheet(s) SF-LLL-A *if necessary)*

15. Continuation Sheet(s) SF-LLL-A attached: _____yes _____ no

16. Information required through this form is authorized by title 31 U.S.C. sections 1352. This disclosure of lobbying activities is a maternal representation of fact upon which reliance was placed by the per above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,00 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No: Date:

Federal Use Only:	Authorized for Local Reproduction Standard form-LLL

Continuation Sheet

Reporting Entity: _____ Page _____ of _____

Authorized for Local Reproduction Standard Form-LLL-A

ATTACHMENT F

ADDITIONAL INFORMATION REQUIRED FOR PREVENTION AND HEALTH PROMOTION ADMINISTRATION GRANTS

1. The grant period or term is:

   _____ (insert start and end dates) ___

2. There (_____ are / _____ are not) programmatic conditions that apply to this grant, regardless of the type of funding. If applicable, these conditions are contained in Attachment A.

3. Within 60 calendar days after the close of any grant period, the Grantee shall provide to the MDH Department of Program Cost and Accounting and the PHPA grantor an itemized statement of expenditures showing how the funds were expended for the grant period.

4. Interim fiscal reporting requirements for this grant are listed below. All interim fiscal reports must be sent to the grant monitor within 30 days of the listed dates. Failure to submit the interim reports as described may delay further disbursement of grant funds.

   _____

   _____

   _____

   _____

5. All expenditure reports must be signed by the Chief Executive Officer or the Chief Financial Officer of the grantee's organization.

6. Before any grant funds are distributed, the Grantee shall provide a budget detailing how the grant funds are to be expended.
7. PHPA may call for annual independent financial audits of past and future grants to verify the propriety of reported expenditures.

8. Whenever funds must be distributed prior to the beginning of the grant period, subsequent payments to the Grantee will be made only after the Grantor verifies, through detailed expenditure reports, that the initial funds have been spent.

9. Federal Funding Acknowledgement (if applicable)

   a. This grant (_____ does/_____) does not contain federal funds.

b. The total amount of federal funds allocated for the _____is $_____in Maryland State fiscal year_____. This represents _____% of all funds budgeted for the unit in that fiscal year. This does not necessarily represent the amount of funding available.

c. If contained, the source of these federal funds is: _____.

d. The CFDA number is _____. The conditions that apply to all federal funds awarded by the Prevention and Health Promotion Administration are contained in Appendix B. Any additional conditions that apply to this federally funded grant are contained in Attachment A.

10. This grant (____ does/____) does not contract with sub providers on a cost reimbursement basis.

ATTACHMENT G
Forms 1-7

Form 1: Innovative Cancer Screening Test Selection

1.Enter information about your selected cancer screening test.

Item	Response
Test Name	
Manufacturer	
Cost per firefighter	
Cancer types screened	
FDA status (if applicable)	
Maryland company? If no, where is the company based?	Yes Company location:
Uses novel technology? Which novel technology or technologies?	Yes/No (Circle or underline your selection.) What novel technologies:

2. Healthcare team selected independently? Yes

Clinical Lead Attestation

I certify that our healthcare team independently reviewed available information and determined this screening test is appropriate for this project.

Clinical Lead Signature _____

3. Attach the following documents:

- Manufacturer's literature
- Published evidence
- Price per test (do not include your budget or any total project costs here.)

Form 2: Test Company Services

1. Check or circle all services the cancer screening test company will provide.

- ☐ Test kits
- ☐ Shipping
- ☐ Scheduling
- ☐ Sample transport
- ☐ Laboratory analysis
- ☐ Aggregate reporting
- ☐ Educational materials
- ☐ Clinical consultation
- ☐ Other _____

Attach the testing company's proposal or quote listing their services.

Form 3: Project Implementation Plan
Enter the information in the table below to explain the plan for implementing the project.

Activity	**Responsible Person**	**Expected Completion Date**	**What will you do to successfully complete the activity?**
Recruit firefighters			
Organize screening event(s)			
Administer the screening tests (including informed consent administration)			
Ensure post-test counseling, as needed			
Ensure referrals and connection to care for diagnostic testing and treatment, as needed			
Obtain final aggregate results or report from test company			

Continue as needed:

Form 4: Healthcare Team Roster

1. Fill in the information about the healthcare team.

Roles	**Name(s)**	**Credentials**	**Organization(s)**
Identify appropriate test			
Clinical lead			
Counseling			
Phlebotomy, if applicable			
Logistics			
Referrals and care navigation, as needed			

2. Add any other information you think is needed:

_____
_____
_____
_____
_____
_____
_____

Form 5: Firefighter Prioritization

1. Check the boxes for the criteria you will use to decide who will be offered screening

   ☐Years of service

   ☐Interior firefighter

   ☐High exposure assignments

   ☐Age

   ☐Previous occupational exposure

   ☐Other

   _____

   Provide a brief explanation (2–3 sentences) for why the above criteria were chosen.

   _____

   _____

   _____

- Estimated number of eligible firefighters _____
- Estimated number of participants (including retirees, if under consideration for screening) in this project's screening effort_____

Form 6: Organization's Background and Capacity

1. Identify the ONE county, municipality, association, or fire department/fire company that will receive the grant funding and be fiscally responsible for its stewardship.

   _____

2. Briefly describe (2-4 sentences) the fire department or fire companies to be served by the grant. Include
   - Location
   - Service area/population served
     - Any other information deemed relevant (average number of calls per week/month/year, etc.)

   _____
   _____
   _____
   _____
   _____

3. Use a list format to describe the fire service members under consideration for screening. Include, if possible,
   - race/ethnicity breakdown
   - gender,
   - age ranges and average age,
   - average length of fire service,
   - percentage who are retirees, and
   - average number of calls with fire exposure per firefighter.

   _____
   _____
   _____
   _____
   _____
   __

4. Describe in 2-4 sentences the Applicant's
   - Previous experience carrying out cancer screening projects
   - Any experience conducting firefighter health programs
     - Briefly describe those health programs.

   _____
   _____
   _____
   _____
   _____
   _____
   _____

5. Name all partners proposed for this innovative cancer screening technologies project and briefly describe their intended role in 2-4 sentences.
    - Hospital or health care center

      _____

      _____
    - County health department

      _____

      _____
    - Firefighter association

      _____

      _____
    - Project Coordinator

      _____

      _____
    - Other

      _____

      _____

Form 7: Cancer Screening Records Retention, Financial Forms, and Progress Reports

1. The Applicant shall attest to each of the following. Review and check each box.

   ☐Procure and administer the innovative cancer screening tests solely for the firefighters identified by the Applicant.
   ☐Verify the administration of the innovative cancer screening tests by health care providers or a clinical service.
   ☐Maintain an inventory of the innovative cancer screening tests or services purchased and maintain a record of the innovative cancer screening tests administered.
   ☐Retain all records pertaining to the grant for 3 years from the date the final report is submitted to MDH or longer in case of an audit or litigation until the completion of the audit or litigation.
   ☐Participate in audits as required by MDH.

2. The Applicant shall also attest to following the below reporting requirements. Review and circle or check each item.

   A. Maintain and submit financial reports and records. This includes:

   ☐Establishing a separate account to track expenditures under the grant.
   ☐Maintaining accurate records, including documentation of each transaction associated with the grant.
   ☐Submitting invoices and financial reports (templates will be provided) by the deadline provided by MDH.
   ☐Submitting a final invoice for any unbilled expenditures by the deadline provided by MDH.
   ☐Submitting refunds of any unexpended funds by the deadline provided by MDH.

   B. Along with each invoice submitted using the template provided by MDH (review and check or circle the item):

   ☐Submit an interim report describing the progress for the grant activities.
   - The interim progress report should provide an update on the activities in the Project Implementation Plan (Form 3) submitted by the Applicant and approved by MDH.

C. No later than 45 days after the date the grant period ends (review and check or circle the item):

☐ Submit a comprehensive final report describing the activities conducted under the grant for the entire grant period The comprehensive final report shall be on the template provided by MDH and will include performance measures such as:

1. The number of individuals screened through the grant
2. The type of screening test(s) used
3. The cost of the screening test(s)
4. The number of risks factors or actionable findings detected by the screening test(s)
5. The types of cancer risks or actionable findings detected by the screening test(s)
6. The types of cancers detected by the screening test(s)
7. The number of cancers detected by the screening test(s)

ATTACHMENT H

Evaluation Criteria Weights

Section in Scope of Work (Section 3.2) **Note these are listed in descending order of importance.**	**Weight**
Scope of Work 3.2.1 and Forms 1 and 2: Identification of Valid Cancer Screening Test and Services	0.35
Scope of Work 3.2.2and Form 3: Description of Project Implementation Plan	0.25
Scope of Work 3.2.3 and Form 4: Identification of Healthcare Team	0.25
Scope of Work 3.2.4 and Form 5: Prioritization of Firefighters for Screening	0.10
Scope of Work 3.2.5 and Form 6: Organization's Background and Capacity	0.03
Scope of Work 3.2.6 and Form 7: Maintenance of Records, Financial Forms, Progress Reports	0.01
Scope of Work 3.2.7 ADA Acknowledgement on Transmittal Letter	0.01

ATTACHMENT I
Transmittal Letter Template

DATE

Name of PHPA Operations Manager
Prevention and Health Promotion Administration
Maryland Department of Health (MDH)
201 W. Preston Street
Baltimore, MD 21201

Dear "Name of Operations Manager,"

On behalf of the YOUR ORGANIZATION NAME, I am submitting this application in response to Solicitation No. PHPA 4166/BPM058949 *Maryland Professional and Volunteer Firefighter Innovative Cancer Screening Technologies.*

1. **Applicant** Your organization's name
2. **Signature, typed name, and title** of the individual authorized to commit the applicant to its proposal:
    Name and Title
    Phone number
    Email address
3. **Federal Employer Identification Number (FEIN):**
4. **Applicant's eMMA number:** SUP XXXXX
5. **Applicant's MBE certification number (if applicable):** N/A
6. **Applicant's SBR number (if applicable):** N/A
7. **ADA Attestation**: YOUR ORGANIZATION's NAME agrees to follow the requirements of the Americans with Disabilities (ADA) Act as outlined in the RFA Section 3.2.

Sincerely,

Signature
Name

ATTACHMENT J

COMAR 10.14.08 01-.08

10.14.08 Professional and Volunteer Firefighter Innovative Cancer Screening Technologies Program

Authority: Health-General Article, §§13-4001—13-4007, Annotated Code of Maryland

.01 Purpose and Scope.

This chapter sets forth the:

A. Responsibilities of the Maryland Department of Health for the Professional and Volunteer Firefighter Innovative Cancer Screening Technologies Program established by Health-General Article, §§13- 4001—13-4007, Annotated Code of Maryland;

B. Responsibilities of a grantee that receives funds under the Professional and Volunteer Firefighter Innovative Cancer Screening Technologies Program;

C. Application process for a grant under the Professional and Volunteer Firefighter Innovative Cancer Screening Technologies Program; and

D. Reporting requirements for the Professional and Volunteer Firefighter Innovative Cancer Screening Technologies Program.

.02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) "Applicant" means an entity that applies to receive a grant under the Professional and Volunteer Firefighter Innovative Cancer Screening Technologies Program.

(2) Cancer Screening Test.

(a) "Cancer screening test" means a test that is designed to find cancer in an individual who does not present cancer signs or symptoms.

(b) "Cancer screening test" includes, but is not limited to:

(i) A laboratory test;

(ii) An imaging procedure;

(iii) A medical procedure; and

(iv) A genetic test.

(3) "Cost effectiveness" means a comparison between cost and expected health outcomes of a cancer test or intervention.

(4) "Department" means the Maryland Department of Health.

(5) "Grant" means funds distributed to a grantee under the Professional and Volunteer Firefighter Innovative Cancer Screening Technologies Program.

(6) "Grantee" means a local fire department, volunteer fire department, or volunteer fire company approved to receive funds under the Professional and Volunteer Firefighter Innovative Cancer Screening Technologies Program.

(7) "Health care provider" means a doctor of medicine or osteopathy, dentist, nurse practitioner, or physician assistant who is authorized to practice medicine, surgery, or dentistry by the state in which the individual practices.

(8) "Local fire department" means a fire department operating in a Maryland county or Baltimore City.

(9) "Program" means the Professional and Volunteer Firefighter Innovative Cancer Screening Technologies Program.

(10) "Qualifications" means the education, experience, skills, and licensing of an individual associated with a Program grant application.

(11) "Volunteer fire company" means a volunteer fire company operating in a Maryland county or Baltimore City.

(12) "Volunteer fire department" means a volunteer fire department operating in a Maryland county or Baltimore City.

.03 Responsibilities of the Department.

The Department shall:

A. Administer the Program;

B. Provide one or more grants to local fire departments, volunteer fire companies, or volunteer fire departments to procure innovative cancer screening tests according to Health-General Article, §13- 4003(a), Annotated Code of Maryland;

C. Develop and distribute an application for Program grants each fiscal year if funding is available;

D. Maintain a record of information submitted by a grantee to the Department; and

E. Monitor the activities of a grantee to ensure compliance with the requirements of the Program.

.04 Entities Eligible for Grants.

The following entities are eligible to apply for and receive a grant from the Department under the Program:

A. A local fire department;

B. A volunteer fire company;

C. A volunteer fire department; and

D. If authorized by a local fire department, volunteer fire company, or volunteer fire department, a county.

.05 Use of Grant Funds.

A. A grantee may use awarded funds to:

(1) Procure and administer innovative cancer screening tests that are not otherwise conducted during routine physical examinations or covered by insurance to professional firefighters employed by a local fire department and volunteer firefighters who serve in a volunteer fire company or department; and

(2) Pay for activities directly associated with the grant that are approved by the Department.

B. A grantee may not use awarded funds to pay for an activity that is not included in the approved grant application.

.06 Application for Professional and Volunteer Firefighter Innovative Cancer Screening Technologies Program Grants.

A. An applicant:

(1) Shall submit a completed application to the Department by the due date listed in the request for applications;

(2) Shall include in the application all required information listed in the request for applications, including:

(a) The names and qualifications of the health care providers that will advise the applicant on the selection and administration of cancer screening tests;

(b) The number of firefighters to be screened;

(c) The selection criteria the applicant used to identify firefighters at the highest cancer risk based on the latest scientific and medical research; and

(d) A description of each test to be procured by the applicant, including:

(i) The claimed accuracy and reliability of the test

(ii) The scientific and clinical evidence supporting the claimed accuracy and reliability of the test;

(iii) Whether the test employs innovative or novel technologies, such as DNA sequencing, genomics, proteomics, metabolomics, machine learning, artificial intelligence, big data analytics, or other state of-the-art technology;

(iv) Whether the test has the ability to simultaneously screen for two or more cancer types for which firefighters have a higher incidence or death rate;

(v) The cost of the test; and

(vi) Whether the test is developed, manufactured, or commercialized by a business entity located in the State; and

(3) May voluntarily withdraw an application at any time.

B. The county in which a volunteer fire company or department is located shall assist a volunteer fire company or a volunteer fire department in submitting an application.

.07 Application Review, Selection of Grantees, and Grant Period.

A. The Department shall:

(1) Determine the amount of money available for grants under the Program in each fiscal year;

(2) Develop a weighting formula to rate each application received by the Program;

(3) Make available the weighting formula on the Program website and include the weighting formula in the request for applications;

(4) Request additional information or changes to the application if necessary; and

(5) Reject an application that does not meet the application requirements.

B. The Department shall review and prioritize applications based on the quality of the application received and the degree to which the tests listed on the application meet the following criteria:

(1) The scientific and clinical evidence supporting the claimed accuracy and reliability of test;

(2) Whether the test employs innovative or novel technologies;

(3) The ability of the test to simultaneously screen for two or more cancer types;

(4) The cost effectiveness of the test; and

(5) Whether the test is developed, manufactured, or commercialized by a business entity located in the State.

C. The Department may review an application in consultation with one or more experts in cancer screening.

D. If the Department receives applications for grant funds totaling more than the amount of funds appropriated for the Program, the Department shall award the funds on a pro rata basis.

E. Funds shall be awarded under the Program for a maximum of 1 year.

.08 Payments, Terms and Conditions of Grant Awards, and Terminations.

A. Payments.

(1) The Department may approve an advance payment based on financial need.

(2) If a financial or progress report required by §B or C of this regulation is overdue, the Department may withhold payment of funds to a grantee until the financial or progress report is submitted.

B. Financial Reports and Records.

(1) A grantee shall:

(a) Establish a separate account to track expenditures under the grant;

(b) Maintain accurate records, including documentation of each transaction associated with the grant;

(c) Submit invoices for payment of grant funds to the Department within the deadline specified by the Department;

(d) Submit a final report listing grant expenditures signed by the financial officer or designee of the grantee within the deadline specified by the Department;

(e) Submit a final invoice for any unbilled expenditures within the deadline specified by the Department; and

(f) Submit a refund of any unexpended funds within the deadline specified by the Department.

(2) The Department may audit the accounts referenced in §B(1) of this regulation at any time.

(3) A grantee shall retain all records pertaining to a grant for 3 years from the date the final report is submitted under §B(1) of this regulation.

(4) In the case of an audit or litigation, the Department may extend the time period under §B(1) or (3) of this regulation until the completion of the audit or litigation.

C. Progress Reports. A grantee shall submit to the Program:

(1) Interim reports describing the progress of the grant; and

(2) A comprehensive final report that provides a summary of all activities conducted under the grant no later than the deadline specified by the Department, including the:

(a) Number of individuals screened;

(b) Tests used;

(c) Cost of the tests; and

(d) Cancers detected by the tests.

D. Publications.

(1) A grantee who publishes results from activities supported by a grant approved under this chapter shall include in the publication the following acknowledgement: "Supported in part with funds from the Professional and Volunteer

Firefighter Innovative Cancer Screening Technologies Program of the Maryland Department of Health."

(2) A grantee shall provide the Department with one electronic copy of any published article associated with an activity conducted under a grant.

E. Ownership of Cancer Screening Tests. A grantee:

(1) Shall ensure that a cancer screening test purchased under a Program grant is used for the sole purpose of the grant;

(2) Shall keep an inventory of cancer screening tests purchased; and

(3) May not transfer a cancer screening test to another entity without written permission from the Department.

F. Termination.

(1) The Department may terminate a grant:

(a) If a grantee fails to comply with:

(i) The requirements of this chapter; or

(ii) State, federal, and municipal laws applicable to the grant;

(b) If a grantee fails to carry out the purposes for which the grant was awarded;

(c) In compliance with a court order; or

(d) At the request of the grantee.

(2) The Department may not be held responsible for any expenses incurred by a grantee after cancellation of a grant.

(3) The grantee shall return all unexpended funds to the Department within 30 days of termination of a grant.

G. Liability.

(1) A grantee shall be solely responsible for its actions related to the:

(a) Program application process; and

(b) Activities conducted under a grant.

(2) The Department may not be held liable for any claims, losses, liabilities, expenses, or damages arising from activities related to the:

(a) Program application process; or

(b) Activities conducted under a grant.

EXHIBIT D – Applicant Final Checklist

Project Narrative Checklist:

- ☐ Transmittal Letter (See template on Attachment J)
    - Include an attestation to follow the requirements of the Americans with Disabilities Act (See Section 3.2.8)
- ☐ Project Narrative including
    - Scope of Work Forms 1-7 (See Section 3.2 Scope of Work – Requirements and Attachment G)
        - Form 1: Innovative Cancer Screening Test Selection
            - Include as an attachment the selected testing company's
                - manufacturer's scientific literature and supporting evidence that documents the required criteria in Section 3.2.1 and on Form 1
                - quote for the unit cost per test (Do not include your budget or any total costs here.)
        - Form 2: Test Company Services
            - Include the quote or proposal from the testing company listing the services they will provide
        - Form 3: Project Implementation Plan
        - Form 4: Healthcare Team Roster
        - Form 5: Firefighter Prioritization
        - Form 6: Organization's Background and Capacity
        - Form 7: Cancer Screening Records Retention, Financial Forms, and Progress Reports

Budget Narrative Checklist:

- ☐ Budget Form *(See Exhibit A – Budget Form)*

☐ Budget Justification/Narrative *(See Exhibit B – Budget Justification/Narrative)*

Other Attachments to include:

☐ W-9

☐ 501(c)(3) or 501(c)(4) documentation

☐ If the Applicant is a county or local government applying on behalf of a local fire department, volunteer fire company, or volunteer fire department,

- a list of those fire departments and/or volunteer fire companies/departments with an estimate of the number firefighters represented by each organization on whose behalf the Applicant is submitting an application. See Section 2.1.3.

☐ If Applicant is a fire department applying independent of its local or county government:

- Letter from a letter from an authorized individual in the county or local government on county or local government letterhead providing evidence of current status as a local fire department, volunteer fire company, or volunteer fire department. See Section 2.1.4.

☐ If Applicant is a volunteer firefighter association applying on behalf of member volunteer fire departments or volunteer fire companies.

- Letter from an authorized individual on their Board of Trustees or other similar board on their association's letterhead that a) provides evidence of current status as a volunteer firefighter association and b) lists each volunteer fire department or volunteer fire company on whose behalf the volunteer association is applying and c) the number of their member firefighters expected to participate in the screening project. See Section 2.1.5.

Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Hiring Recommendation: Supervisor of Transit Operations

PRESENTATION DATE: November 17, 2026

PRESENTATION BY: Chip Rose, Director, Human Resources and Shawn Harbaugh, Director of Transit

RECOMMENDED MOTION: Staff Seeks motion to offer position #819, Supervisor of Transit to Adam Best. The position was advertised as a Grade 13, Step 1($69,284 annually; $33.31/hourly)

REPORT-IN-BRIEF: Staff Seeks motion to offer position #819, Supervisor of Transit to Adam Best. The position was advertised as a Grade 13, Step 1($69,284 annually; $33.31/hourly)

DISCUSSION: Staff Seeks motion to offer position #819, Supervisor of Transit to Adam Best. The position was advertised as a Grade 13, Step 1($69,284 annually; $33.31/hourly)

FISCAL IMPACT: N/A- This is a budgeted position.

CONCURRENCES: Michelle Gordon, County Administrator

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A

Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Hiring Recommendation: Senior Budget Analyst

PRESENTATION DATE: November 17, 2026

PRESENTATION BY: Chip Rose, Director, Human Resources and Kelcee Mace, Chief Financial Officer

RECOMMENDED MOTION: Staff Seeks motion to offer position #93, Senior Budget Analyst to Brandon Brereton. The position was advertised as Grade 13, Step 1 ($69,284 annually; $33.31/hourly).

REPORT-IN-BRIEF: Staff Seeks motion to offer position #93, Senior Budget Analyst to Brandon Brereton. The position was advertised as Grade 13, Step 1 ($69,284 annually; $33.31/hourly).

DISCUSSION: Staff Seeks motion to offer position #93, Senior Budget Analyst to Brandon Brereton. The position was advertised as Grade 13, Step 1 ($69,284 annually; $33.31/hourly).

FISCAL IMPACT: N/A- This is a budgeted position.

CONCURRENCES: Michelle Gordon, County Administrator

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS:

Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Building Code Board of Appeals Reappointment

PRESENTATION DATE: November 17, 2026

PRESENTATION BY: Dawn L. Marcus, County Clerk

RECOMMENDATION: Move to reappoint Mr. John Cavey to the Building Code Board of Appeals to a second full term. This term will be a three year term from November 1, 2026, through October 31, 2029. This is not a paid Board.

REPORT-IN-BRIEF: The Board shall be comprised of five (5) individual voting members appointed by the Board of County Commissioners. (the Commissioners) and the Washington County Building Official. The Board shall consist of members who are qualified by experience and/or training to pass on matters pertaining to building construction and must include a member or members familiar with the electrical, plumbing, mechanical, and construction trades. The individual voting member may not be an employee of the County. The Washington County Building Official will act as an ex-officio member.

DISCUSSION: N/A

FISCAL IMPACT: This is not a paid board**.**

CONCURRENCES: Greg Cartrette Director/Code Official/Fire Marshal & Building Code Board of Appeals Members

ALTERNATIVES: N/A

ATTACHMENTS: N/A