



100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201
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BOARD OF COUNTY COMMISSIONERS

December 9, 2025

OPEN SESSION AGENDA

- 9:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President John F. Barr*
APPROVAL OF MINUTES: *November 18, 2025*
- 9:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 9:20 AM STAFF COMMENTS
- 9:30 AM 1. PUBLIC HEARING: RECOMMENDATIONS OF THE SALARY STUDY COMMISSION
Victor Scarpelli, Assistant County Attorney; Richard Wilson, Chair, Salary Study Commission
- 10:00 AM 2. MEMORANDUM OF UNDERSTANDING ("MOU") BETWEEN THE TOWN OF BOONSBORO AND THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY ("BOCC") FOR ALLOWING APPLICATION OF COUNTY HISTORIC PROPERTY TAX CREDITS
Meghan Jenkins, GIS Coordinator/Historic Preservation Planner, Planning and Zoning; Aaron Weiss, Assistant County Attorney
3. MEMORANDUM OF UNDERSTANDING ("MOU") BETWEEN THE TOWN OF SHARPSBURG AND THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY ("BOCC") FOR ALLOWING APPLICATION OF COUNTY HISTORIC PROPERTY TAX CREDITS
Meghan Jenkins, GIS Coordinator/Historic Preservation Planner, Planning and Zoning; Aaron Weiss, Assistant County Attorney
- 10:05 AM 4. CONSTRUCTION BID AWARD – PUBLIC SAFETY TRAINING CENTER – TACTICAL VILLAGE PHASE I
Scott Hobbs, Director, Engineering
5. MEMORANDUM OF AGREEMENT – TRUCK RESTRICTION SIGNS FOR TOWN OF KEEDYSVILLE
Scott Hobbs, Director, Engineering
- 10:10 AM 6. ADD AN UPDATE TO THE CURRENT RESOLUTION ADOPTING FEE SCHEDULE FOR CIVIL CITATIONS FOR FIRE
Greg Cartrette Director/Fire Marshal, Permits & Inspections

10:15 AM 7. CRABTREE GOLF MEMORANDUM OF UNDERSTANDING

Andrew Eshleman, Director, Public Works

10:20 AM 8. REQUEST TO CREATE JOB FAMILY (FF/FAO TO FF PARAMEDIC)

R. David Hays, Director, Emergency Services; Chip Rose, Director, Human Resources

9. CLINICAL SERVICES QUALITY ASSURANCE OFFICER
RECLASSIFICATION

R. David Hays, Director, Emergency Services; Chip Rose, Director, Human Resources

10. PROGRAM MANAGER FOR LONG-TERM ENVIRONMENTAL
MANAGEMENT (WATER) PROJECTS

Chip Rose, Director, Human Resources

10:30 AM CLOSED SESSION – *(To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals (1). Personnel matters are confidential, precluding discussion in open session.*

- *Discussion of hiring within Division of County Government*
- *Discussion of open position in County Government*
- *Discussion of open position in County Government*
- *Discussion of staffing structure of County committee*
- *Discussion of shifting and delegation of assignment of certain duties among County staff.*
- *Discussion of upcoming open position in County Government.*

Consideration of matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in Washington County. (4). Discussion in open session would violate terms of NDA with business and reveal confidential business information.

- *Project presentation to County.*

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

- *Status update and legal advice from County Attorney on County-Involved legal matter*
- *Legal advice pertaining to existing contract to which County is a party.)*

12:30 PM RECONVENE IN OPEN SESSION

ADJOURNMENT

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

You may also contact each Commissioner individually at:

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

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

Derek Harvey, Commissioner: [dharvey@washco-md.net](mailto:dh Harvey@washco-md.net) or (240) 313-2206;

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

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

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



Agenda Report Form

Open Session Item

SUBJECT: PUBLIC HEARING: Recommendations of the Salary Study Commission

PRESENTATION DATE: December 9, 2025

PRESENTATION BY: Victor Scarpelli, Assistant County Attorney- County Attorney's Office;
Richard Wilson, Chair of the Salary Study Commission- Salary Study Commission

RECOMMENDED MOTION: The purpose of this public hearing is to take public comment on the recommendations of the Salary Study Commission on the salaries of several elected officials in Washington County. The Commissioners may make a motion and take a vote on whether to approve, reduce, or deny the recommendations of the Salary Study Commission.

REPORT-IN-BRIEF: The County is charged by the State of Maryland with conducting a Salary Study for several public positions every four years. The Salary Study is conducted by the Salary Study Commission. These members are nominated by statutorily mandated organizations in Washington County. This commission is tasked with creating a report to present to the County Commissioners as to their recommendations. The County Commissioners are not bound by the recommendations of this report and are free to reduce or reject the recommended salary increase. However, pursuant to the statute, the Commissioners may not enact a higher salary than that recommended by the Commission.

DISCUSSION: The salary study commission is recommending the following salary increases:

County Commissioners: 8.14% increase in salary

Board of Education: 8.14% increase in salary

Board of Liquor License Commissioners: 8.14% increase

Judges of the Orphans' Court: 8.14% increase

Treasurer of Washington County: 0% increase

FISCAL IMPACT : The total fiscal impact of accepting all recommendation is \$27,000.

CONCURRENCES: N/A

ATTACHMENTS: N/A

ALTERNATIVE: Reject or decrease the recommended salary increase.



Open Session Item

SUBJECT: Memorandum of Understanding (“MOU”) between the Town of Boonsboro and the Board of County Commissioners of Washington County (“BOCC”) for allowing application of County Historic Property Tax Credits.

PRESENTATION DATE: December 9, 2025

PRESENTATION BY: Meghan Jenkins, GIS Coordinator/Historic Preservation Planner & Aaron Weiss, Assistant County Attorney.

RECOMMENDED ACTION: Motion to approve the MOU between the Town of Boonsboro and BOCC.

REPORT-IN-BRIEF: The Town of Boonsboro has requested to participate in the County Historic Structures Tax Credit Ordinance as a qualifying municipality through delegation to the County Historic District Commission (“HDC”) of permit review authority through a recorded MOU. This delegation is expressly permitted by County ordinance.

DISCUSSION: The BOCC updated the Historic Properties Tax Credit Ordinance in April of 2024. With the update, qualifying municipalities are explicitly defined and require the municipality to have exterior design review equivalent to those standards in place with the County’s Historic Preservation District as defined in the Zoning Ordinance or by delegation of permit review authority through a recorded MOU. Prior to the update in 2024, qualifying municipalities were not defined in the Ordinance. The purpose of HDC permit review is to ensure the activities proposed by the permit are in conformance with the County’s adopted Design Guidelines for Historic Structures and the Secretary of Interior Standards and Guidelines for Rehabilitation. The permit review would be VOLUNTARY as it will only apply when structures are pursuing tax credits. HDC review is not anticipated to add any additional time to the permit review. The HDC held a workshop in July of 2025 where they invited municipalities to comment on a draft MOU as well as to introduce to the updated historic properties tax credit program. Staff coordinated with the municipalities which were not able to attend to answer individual questions. The Town of Boonsboro reviewed the information and wishes to execute this MOU to ensure they are a qualifying municipality for any citizens in the town that wish to voluntarily pursue these tax credits.

FISCAL IMPACT: None

CONCURRENCES: County Attorney, Director, Department of Planning and Zoning

ALTERNATIVES: Reject the MOU .

ATTACHMENTS: MOU

AUDIO/VISUAL NEEDS: N/A

**MEMORANDUM OF UNDERSTANDING FOR HISTORIC PRESERVATION TAX
CREDIT ELIGIBILITY
BETWEEN
THE TOWN OF BOONSBORO
AND
THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY,
MARYLAND**

This Memorandum of Understanding for Historic Preservation Tax Credit Eligibility (the "MOU") is made this ____ day of _____, 2025 (the "Effective Date") by and between the Town of Boonsboro, a Maryland municipal corporation (the "Town"), and the Board of County Commissioners of Washington County, Maryland, a body corporate and politic and a political subdivision of the State of Maryland (the "County"), for Historic Preservation Tax Credit Eligibility for the purpose of making certain properties within the County eligible for a historic preservation tax credit where the property qualifies as a historic structure, and where the property is located in a qualified municipality as further explained this MOU. The Town and the County may collectively be referred to as the "Parties."

RECITALS

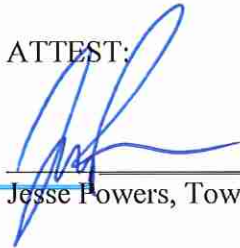
- A. On April 23, 2024, the County enacted Ordinance 2024-23 (the "Ordinance" or the "Tax Credit Ordinance"), an ordinance designed to further expand a 1990 County ordinance which granted a County property tax credit to certain historic structures located in specifically defined districts within the County.
- B. The purpose of the Tax Credit Ordinance is to expand its eligibility to all citizens within the County who possess Historic Structures which may be eligible for a property tax credit.
- C. The Tax Credit Ordinance provides that a Historic Structure situated within a "Qualified Municipality" may qualify for the property tax credit granted by the Ordinance.
- D. A "Qualified Municipality" is defined as a municipality with exterior design requirements that are equivalent to those established by the Historic District Commission.
- E. A municipality may also become a "Qualified Municipality" if the municipality executes a Memorandum of Understanding whereby the municipality grants permit review authority to the Historic District Commission.

NOW, THEREFORE, in consideration of the foregoing Recitals, each of which is incorporated in and made a substantial part of this MOU, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, and intending to be legally bound, the Parties hereby covenant and agree as follows:

1. Consistent with Section 1.04b(i) of the Tax Credit Ordinance, a municipality may become a Qualified Municipality by granting permit review authority to the County's Historic District Commission.
2. The Town hereby agrees to grant the Historic District Commission the authority to review and apply exterior design review requirements to applicants seeking property tax credits for their Historic Structures.
3. The Historic District Commission agrees to review applications for properties located within the Town, and to use the same exterior design review standards that it uses for all Historic Structures within the County.

IN WITNESS WHEREOF, the Parties have caused this MOU to be duly executed and delivered.

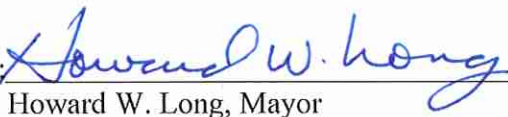
ATTEST:



Jesse Powers, Town Clerk

MAYOR AND COUNCIL OF
BOONSBORO, MARYLAND

By:



Howard W. Long, Mayor

ATTEST:

Dawn Marcus, County Clerk

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

By:

John F. Barr, President



Open Session Item

SUBJECT: Memorandum of Understanding (“MOU”) between the Town of Sharpsburg and the Board of County Commissioners of Washington County (“BOCC”) for allowing application of County Historic Property Tax Credits.

PRESENTATION DATE: December 9, 2025

PRESENTATION BY: Meghan Jenkins, GIS Coordinator/Historic Preservation Planner & Aaron Weiss, Assistant County Attorney.

RECOMMENDED ACTION: Motion to approve the MOU between the Town of Sharpsburg and BOCC.

REPORT-IN-BRIEF: The Town of Sharpsburg has requested to participate in the County Historic Structures Tax Credit Ordinance as a qualifying municipality through delegation to the County Historic District Commission (“HDC”) of permit review authority through a recorded MOU. This delegation is expressly permitted by County ordinance.

DISCUSSION: The BOCC updated the Historic Properties Tax Credit Ordinance in April of 2024. With the update, qualifying municipalities are explicitly defined and require the municipality to have exterior design review equivalent to those standards in place with the County’s Historic Preservation District as defined in the Zoning Ordinance or by delegation of permit review authority through a recorded MOU. Prior to the update in 2024, qualifying municipalities were not defined in the Ordinance. The purpose of HDC permit review is to ensure the activities proposed by the permit are in conformance with the County’s adopted Design Guidelines for Historic Structures and the Secretary of Interior Standards and Guidelines for Rehabilitation. The permit review would be VOLUNTARY as it will only apply when structures are pursuing tax credits. HDC review is not anticipated to add any additional time to the permit review. The HDC held a workshop in July of 2025 where they invited municipalities to comment on a draft MOU as well as to introduce to the updated historic properties tax credit program. The Town of Sharpsburg attended the workshop and has reviewed the information and wishes to execute this MOU to ensure they are a qualifying municipality for any citizens in the town that wish to voluntarily pursue these tax credits.

FISCAL IMPACT: None

CONCURRENCES: County Attorney, Director, Department of Planning and Zoning

ALTERNATIVES: Reject the MOU .

ATTACHMENTS: MOU

AUDIO/VISUAL NEEDS: N/A

MAYOR AND COUNCIL OF SHARPSBURG, MD

RESOLUTION 2025-03

A RESOLUTION ADOPTING A MEMORANDUM OF UNDERSTANDING FOR HISTORIC PRESERVATION TAX CREDIT ELIGIBILITY BETWEEN THE TOWN OF SHARPSBURG AND THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND

WHEREAS, the Town of Sharpsburg's adopted Comprehensive Plan identifies provisions for maintaining the historic and architectural value of the town, and

WHEREAS, to further the desire of the Town to preserve and maintain said historic integrity of its built environment for the general benefit, knowledge, and well-being of the Town, owners of structures considered historically significant should be encouraged to maintain and preserve such structures in a manner that strengthens the historic value of the property, and

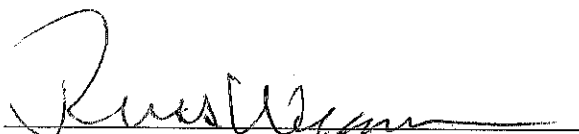
WHEREAS, the Board of County Commissioners of Washington County adopted an Ordinance entitled "An Ordinance to Provide Historic Tax Credits for Improvements to Specific Historic Structures in Washington County, Maryland", April 23, 2024, and


WHEREAS, said Ordinance provides for said tax credits to be eligible for properties located within "Qualified Municipalities", and

WHEREAS, a municipality may become a "Qualified Municipality" if the municipality executes a Memorandum of Understanding whereby the municipality granting permit review authority to the Washington County Historic District Commission, and

WHEREAS, application for and receipt of said tax credits including any restrictions and conditions is solely at the discretion of the property owner and not a requirement imposed by the Town, and

NOW THEREFORE BE IT ENACTED AND RESOLVED by the Mayor and Council of the Town of Sharpsburg, Maryland does hereby adopt the *Memorandum of Understanding for Historic Preservation Tax Credit Eligibility* on this 3rd day of November, 2025.


Russell Weaver, Mayor


Debra Valentine - Smith,
Town Administrator/Clerk

Effective Date: November 3, 2025

**MEMORANDUM OF UNDERSTANDING FOR HISTORIC PRESERVATION TAX
CREDIT ELIGIBILITY
BETWEEN
THE TOWN OF SHARPSBURG
AND
THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY,
MARYLAND**

This Memorandum of Understanding for Historic Preservation Tax Credit Eligibility (the "MOU") is made this ____ day of _____, 2025 (the "Effective Date") by and between the Town of Sharpsburg, a Maryland municipal corporation (the "Town"), and the Board of County Commissioners of Washington County, Maryland, a body corporate and politic and a political subdivision of the State of Maryland (the "County"), for Historic Preservation Tax Credit Eligibility for the purpose of making certain properties within the County eligible for a historic preservation tax credit where the property qualifies as a historic structure, and where the property is located in a qualified municipality as further explained this MOU. The Town and the County may collectively be referred to as the "Parties."

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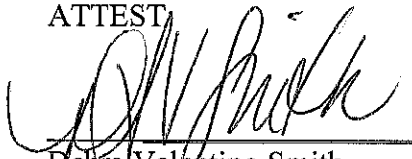
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- B. The purpose of the Tax Credit Ordinance is to expand its eligibility to all citizens within the County who possess Historic Structures which may be eligible for a property tax credit.
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NOW, THEREFORE, in consideration of the foregoing Recitals, each of which is incorporated in and made a substantial part of this MOU, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, and intending to be legally bound, the Parties hereby covenant and agree as follows:

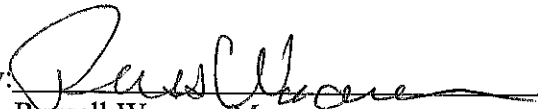
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IN WITNESS WHEREOF, the Parties have caused this MOU to be duly executed and delivered.

ATTEST


Debra Valentine-Smith
Town Administrator/Clerk

MAYOR AND COUNCIL OF
SHARPSBURG, MARYLAND

By: 
Russell Weaver, Mayor

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Dawn Marcus, County Clerk

By: _____
John F. Barr, President



Agenda Report Form

Open Session Item

SUBJECT: Construction Bid Award - Public Safety Training Center - Tactical Village Phase I

PRESENTATION DATE: December 9, 2025

PRESENTATION BY: Scott Hobbs, Director, Division of Engineering

RECOMMENDED MOTION: Move to award the Public Safety Training Center Tactical Village Phase I contract to the lowest responsive, responsible bidder, C. William Hetzer, Inc. of Hagerstown, in the amount of \$7,734,871.55 and approve a budget adjustment of \$400,000 (Capital Reserves to LDI063).

REPORT-IN-BRIEF: The project was advertised on the State of Maryland's "eMaryland Marketplace Advantage (eMMA)" website, in the local newspaper, and on the County's electronic bid site. Thirty-seven companies downloaded the bid document online, and on November 19, 2025, the County accepted bids. Five bids were received as listed below and further detailed on the attached Bid Tabulation.

<u>Contractor:</u>	<u>Bid:</u>
C. William Hetzer, Inc.	\$7,734,871.55
First Fruits Excavating, Inc.	\$9,075,944.75
Potomac Excavating (Northern Berkley County Utilities LLC)	\$9,197,000.00
Rockwell Construction Co., Inc.	\$9,757,165.97
Callas Contractors, LLC	\$15,791,274.90

DISCUSSION: The project involves grading, concrete work, stormwater management, and paving of the apparatus operator / defensive driving area for the tactical village at the Public Safety Training Center (18350 Public Safety Place). The tactical village is being constructed in phases, and there are future plans to have various training props, structures, buildings, and facilities for police, fire, and emergency services personnel. This project is a 275 consecutive calendar day contract with an anticipated Notice to Proceed in January 2026. Bid documents include liquidated damages in the amount of \$500.00 per calendar day for work beyond the completion date.

FISCAL IMPACT: This is a budgeted Capital Improvement Plan project utilizing multiple accounts specific to each feature (LDI063, LDI062, BLD107, BLD093, DNG039). Total expenses are estimated at \$8,134,871.55; including \$7,734,871.55 for the proposed bid award, and \$400,000 for other expenses such as inspection, testing, and construction contingency. Emergency Services is requesting funding for additional site work and an accessory structure to be constructed concurrently with Phase I. Attached is a budget adjustment form for this purpose (\$400,000 from Capital Reserves to LDI063 Tactical Village).

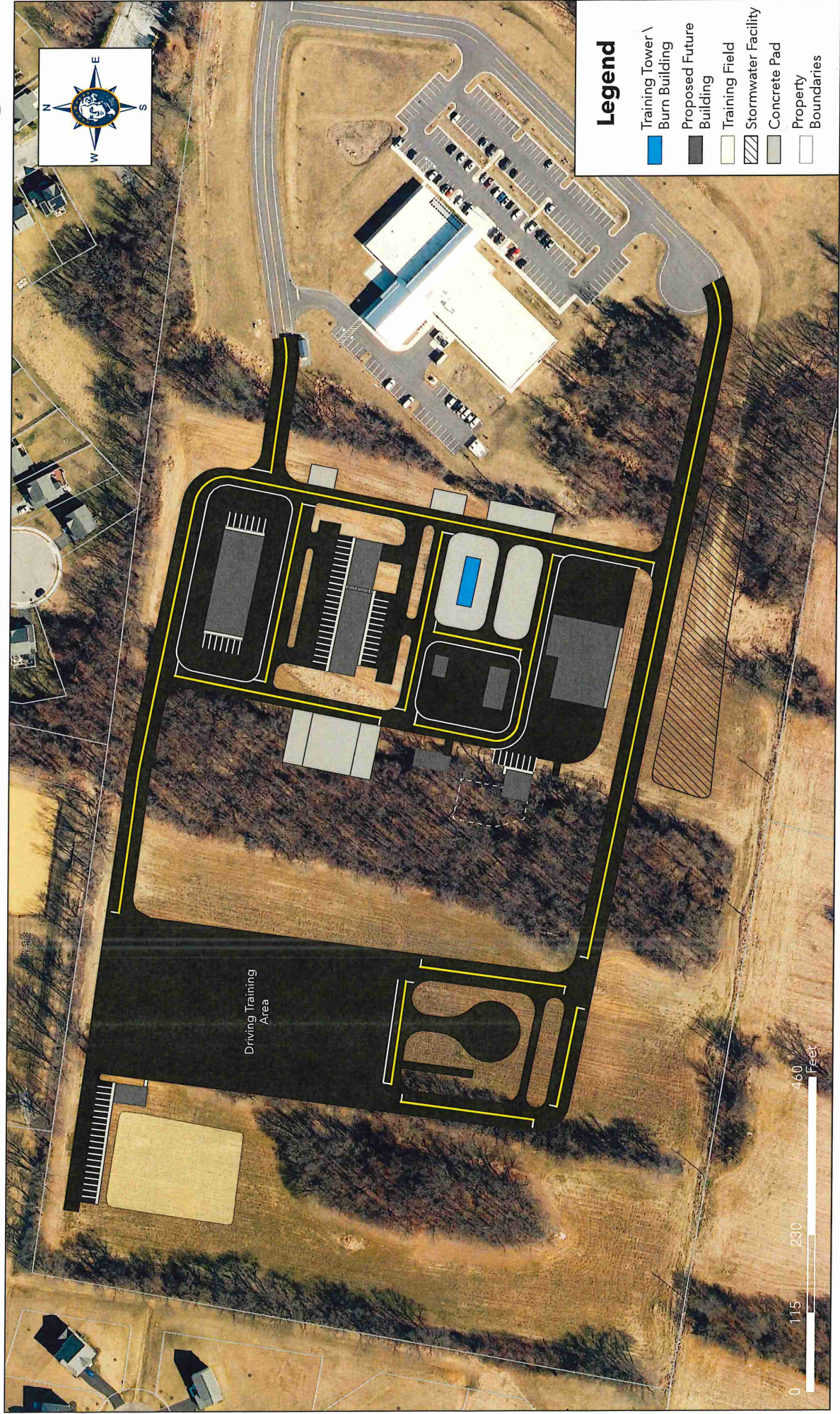
CONCURRENCES: County Administrator, Chief Financial Officer, Washington County Sheriff, Director of Emergency Services

ALTERNATIVES: N/A

ATTACHMENTS: Aerial Map, Bid Tabulation, Budget Adjustment Form

AUDIO/VISUAL TO BE USED: Aerial Map

Washington County Public Safety Training Center - Tactical Village



Event Number	ENG-25-06
Event Title	Tactical Village, Phase I - Contract No. MS-TV-266-28
Event Description	The Board of County Commissioners of Washington County, Maryland, will accept sealed bids for the Tactical Village Phase I Project, Contract No. MS-TV-266-28 until 2:00 p.m. on Wednesday, November 19, 2025. Details and all specifications and all addenda to this Invitation to Bid can be found on this
Event Type	ITB
Issue Date	10/15/2025 03:05:53 PM (ET)
Close Date	11/19/2025 02:00:00 PM (ET)
Organization	Washington County, MD
Workgroup	Division of Engineering

Line #	Description	QTY	UOM	C. William Hetzer, Inc.		First Fruits Excavating, Inc.		Potomac Excavating (Northern Berkley County Utilities LLC)		Rockwell Construction Co., Inc.		Callas Contractors, LLC	
				Total Price	\$7,734,871.55	Total Price	\$9,075,944.75	Total Price	\$9,197,000.00	Total Price	\$9,757,165.97	Total Price	\$15,791,274.90
				Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended
1	1001 Clearing and Grubbing	1	LS	\$434,720.00	\$434,720.00	\$186,389.00	\$186,389.00	\$420,032.71	\$420,032.71	\$453,669.97	\$453,669.97	\$1,472,750.00	\$1,472,750.00
2	1002 Type B Engineers Office	1	LS	\$22,380.00	\$22,380.00	\$32,310.00	\$32,310.00	\$48,000.00	\$48,000.00	\$24,867.00	\$24,867.00	\$47,700.00	\$47,700.00
3	1003 Type III Barricade for Maintenance of Traffic	4	EA	\$340.00	\$1,360.00	\$362.50	\$1,450.00	\$400.00	\$1,600.00	\$2,181.60	\$8,726.40	\$807.50	\$3,230.00
4	1004 Contingent: Temporary Orange Construction Fence	800	LF	\$3.30	\$2,640.00	\$3.25	\$2,600.00	\$3.75	\$3,000.00	\$6.86	\$5,488.00	\$7.80	\$6,240.00
5	1005 Construction Stakeout	1	LS	\$27,010.00	\$27,010.00	\$40,453.00	\$40,453.00	\$15,000.00	\$15,000.00	\$55,728.00	\$55,728.00	\$5,380.00	\$5,380.00
6	1006 Mobilization	1	LS	\$663,280.00	\$663,280.00	\$141,927.00	\$141,927.00	\$690,000.00	\$690,000.00	\$1,323,028.08	\$1,323,028.08	\$668,650.00	\$668,650.00
7	1007 As-Built Drawings	1	LS	\$5,150.00	\$5,150.00	\$35,194.00	\$35,194.00	\$12,000.00	\$12,000.00	\$16,200.00	\$16,200.00	\$2,690.00	\$2,690.00
8	2001 Unclassified Excavation	40369	CY	\$15.00	\$605,535.00	\$9.25	\$373,413.25	\$12.85	\$518,741.65	\$13.94	\$562,743.86	\$69.90	\$2,821,793.10
9	2002 Vehicle Maneuvering Area: Unclassified Excavation	9513	CY	\$14.00	\$133,182.00	\$8.75	\$83,238.75	\$12.85	\$122,242.05	\$13.94	\$132,611.22	\$69.90	\$664,958.70
10	2003 Common Borrow	50364	CY	\$1.00	\$50,364.00	\$28.75	\$1,447,965.00	\$15.09	\$759,992.76	\$16.30	\$820,933.20	\$33.60	\$1,692,230.40
11	2004 Vehicle Maneuvering Area: Common Borrow	8036	CY	\$1.00	\$8,036.00	\$28.75	\$231,035.00	\$15.09	\$121,263.24	\$16.84	\$135,326.24	\$33.60	\$270,009.60
12	2005 Contingent: Unsuitable Material Excavation	5000	CY	\$15.00	\$75,000.00	\$3.25	\$16,250.00	\$16.00	\$80,000.00	\$17.28	\$86,400.00	\$38.20	\$191,000.00
13	2006 Contingent: Test Pit Excavation	20	CY	\$125.00	\$2,500.00	\$195.00	\$3,900.00	\$200.00	\$4,000.00	\$216.00	\$4,320.00	\$645.00	\$12,900.00
14	2007 Contingent: Geosynthetic Stabilized Subgrade using Graded Aggregate Base	2000	CY	\$14.50	\$29,000.00	\$42.50	\$85,000.00	\$42.00	\$84,000.00	\$45.36	\$90,720.00	\$96.80	\$193,600.00
15	2008 Contingent: Geogrid	500	SY	\$2.35	\$1,175.00	\$3.25	\$1,625.00	\$10.00	\$5,000.00	\$10.80	\$5,400.00	\$5.10	\$2,550.00
16	2009 Contingent: Sink Hole Remediation Using Stone Gabion	50	CY	\$59.00	\$2,950.00	\$95.50	\$4,775.00	\$98.00	\$4,900.00	\$105.84	\$5,292.00	\$107.60	\$5,380.00
17	2010 Contingent: Sink Hole Remediation Using No.57 Aggregate	15	CY	\$78.00	\$1,170.00	\$73.75	\$1,106.25	\$68.00	\$1,020.00	\$73.44	\$1,101.60	\$107.30	\$1,609.50
18	2011 Contingent: Sink Hole Remediation Using Fine Aggregate	5	CY	\$82.00	\$410.00	\$74.50	\$372.50	\$98.00	\$490.00	\$105.84	\$529.20	\$194.00	\$970.00
19	2012 Contingent: Sink Hole Remediation Using Nonwoven Geotextile	250	SY	\$2.35	\$587.50	\$2.00	\$500.00	\$7.00	\$1,750.00	\$7.56	\$1,890.00	\$3.50	\$875.00
20	3001 Select Backfill	1200	CY	\$41.50	\$49,800.00	\$60.50	\$72,600.00	\$32.50	\$39,000.00	\$35.54	\$42,648.00	\$78.50	\$94,200.00
21	3002 8 Inch HDPE Pipe	40	LF	\$73.00	\$2,920.00	\$86.50	\$3,460.00	\$88.92	\$3,556.80	\$96.03	\$3,841.20	\$193.50	\$7,740.00
22	3003 15 Inch HDPE Pipe	405	LF	\$77.00	\$31,185.00	\$52.25	\$21,161.25	\$121.22	\$49,094.10	\$130.92	\$53,022.60	\$150.50	\$60,952.50
23	3004 18 Inch HDPE Pipe	365	LF	\$84.00	\$30,660.00	\$63.25	\$23,086.25	\$117.62	\$42,931.30	\$127.03	\$46,365.95	\$118.20	\$43,143.00
24	3005 24 Inch HDPE Pipe	175	LF	\$105.00	\$18,375.00	\$103.50	\$18,112.50	\$135.66	\$23,740.50	\$146.51	\$25,639.25	\$134.40	\$23,520.00
25	3006 Vehicle Maneuvering Area: 24 Inch HDPE Pipe	110	LF	\$92.00	\$10,120.00	\$77.00	\$8,470.00	\$90.44	\$9,948.40	\$97.68	\$10,744.80	\$122.50	\$13,475.00
26	3007 Vehicle Maneuvering Area: 30 Inch HDPE Pipe	105	LF	\$115.00	\$12,075.00	\$97.50	\$10,237.50	\$132.52	\$13,914.60	\$143.12	\$15,027.60	\$258.00	\$27,090.00
27	3008 Remove Existing Pipe	140	LF	\$9.90	\$1,386.00	\$16.25	\$2,275.00	\$30.00	\$4,200.00	\$32.40	\$4,536.00	\$34.40	\$4,816.00
28	3009 Standard 15 Inch Metal End Section	2	EA	\$385.00	\$770.00	\$289.50	\$579.00	\$420.00	\$840.00	\$453.60	\$907.20	\$1,935.00	\$3,870.00
29	3010 Standard 18 Inch Metal End Section	3	EA	\$450.00	\$1,350.00	\$367.00	\$1,101.00	\$525.00	\$1,575.00	\$567.00	\$1,701.00	\$1,990.00	\$5,970.00
30	3011 Standard 24 Inch Metal End Section	3	EA	\$550.00	\$1,650.00	\$521.50	\$1,564.50	\$700.00	\$2,100.00	\$756.00	\$2,268.00	\$2,796.70	\$8,390.10
31	3012 Standard WR Inlet	4	EA	\$8,810.00	\$35,240.00	\$11,156.00	\$44,624.00	\$6,857.38	\$27,429.52	\$7,405.97	\$29,623.88	\$10,105.00	\$40,420.00
32	3013 Concrete Cradle for Stormwater Management Pond	10	CY	\$405.00	\$4,050.00	\$289.00	\$2,890.00	\$269.00	\$2,690.00	\$290.52	\$2,905.20	\$989.00	\$9,890.00
33	3014 Anti-Seep Collar	1	EA	\$1,700.00	\$1,700.00	\$2,235.00	\$2,235.00	\$2,000.00	\$2,000.00	\$2,160.00	\$2,160.00	\$8,060.00	\$8,060.00
34	3015 SWM Riser with Trash Rack	5	CY	\$2,470.00	\$12,350.00	\$2,177.00	\$10,885.00	\$2,084.00	\$10,420.00	\$2,250.72	\$11,253.60	\$334.00	\$1,670.00
35	3016 Vehicle Maneuvering Area: Mix 3 Concrete for Endwalls	28	CY	\$1,940.00	\$54,320.00	\$2,402.00	\$67,256.00	\$392.86	\$11,000.08	\$424.29	\$11,880.12	\$2,160.70	\$60,499.60
36	3017 4 Inch PVC Drain Pipe	260	LF	\$17.00	\$4,420.00	\$22.00	\$5,720.00	\$27.00	\$7,020.00	\$29.16	\$7,581.60	\$71.00	\$18,460.00
37	3018 6 Inch Perforated Pipe	175	LF	\$62.00	\$10,850.00	\$82.25	\$14,393.75	\$57.28	\$10,024.00	\$61.86	\$10,825.50	\$97.80	\$17,115.00

Line #	Description	QTY	UOM	C. William Hetzer, Inc.		First Fruits Excavating, Inc.		Potomac Excavating (Northern Berkley County Utilities LLC)		Rockwell Construction Co., Inc.		Callas Contractors, LLC	
				Total Price	\$7,734,871.55	Total Price	\$9,075,944.75	Total Price	\$9,197,000.00	Total Price	\$9,757,165.97	Total Price	\$15,791,274.90
				Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended
38	3019 Vehicle Maneuvering Area: 6 Inch Perforated Pipe	635	LF	\$14.25	\$9,048.75	\$69.00	\$43,815.00	\$57.28	\$36,372.80	\$61.86	\$39,281.10	\$156.90	\$99,631.50
39	3020 Stormwater Management Facility As-Built Certification	1	LS	\$5,850.00	\$5,850.00	\$38,294.00	\$38,294.00	\$10,000.00	\$10,000.00	\$5,400.00	\$5,400.00	\$2,690.00	\$2,690.00
40	3021 Filter Dike (Rip Rap Inflow Protection)	6	TON	\$49.50	\$297.00	\$202.50	\$1,215.00	\$130.00	\$780.00	\$140.40	\$842.40	\$113.30	\$679.80
41	3022 Earth Dike	280	LF	\$7.30	\$2,044.00	\$3.00	\$840.00	\$14.00	\$3,920.00	\$15.12	\$4,233.60	\$12.90	\$3,612.00
42	3023 Silt Fence	525	LF	\$3.60	\$1,890.00	\$4.50	\$2,362.50	\$2.95	\$1,548.75	\$2.70	\$1,417.50	\$5.40	\$2,835.00
43	3024 Super Silt Fence	3200	LF	\$9.70	\$31,040.00	\$13.50	\$43,200.00	\$9.10	\$29,120.00	\$7.56	\$24,192.00	\$12.90	\$41,280.00
44	3025 At-Grade Inlet Protection	4	EA	\$330.00	\$1,320.00	\$351.50	\$1,406.00	\$195.00	\$780.00	\$302.40	\$1,209.60	\$485.00	\$1,940.00
45	3026 Stabilized Construction Entrance	1	EA	\$1,640.00	\$1,640.00	\$2,111.00	\$2,111.00	\$3,380.00	\$3,380.00	\$1,944.00	\$1,944.00	\$14,510.00	\$14,510.00
46	3027 Filter Bag	1	EA	\$370.00	\$370.00	\$405.00	\$405.00	\$500.00	\$500.00	\$540.00	\$540.00	\$480.00	\$480.00
47	3028 Temporary Riser for Sediment Basin	1	EA	\$10,340.00	\$10,340.00	\$5,777.00	\$5,777.00	\$3,900.00	\$3,900.00	\$4,212.00	\$4,212.00	\$19,890.00	\$19,890.00
48	3029 Contingent: Flowable Backfill	27	CY	\$195.00	\$5,265.00	\$186.50	\$5,035.50	\$298.00	\$8,046.00	\$213.60	\$5,767.20	\$413.70	\$11,169.90
49	3030 RIP-RAP Slope and Channel Protection Class 0	60	SY	\$45.00	\$2,700.00	\$70.25	\$4,215.00	\$94.00	\$5,640.00	\$101.52	\$6,091.20	\$48.30	\$2,898.00
50	3031 RIP-RAP Slope and Channel Protection Class 1	100	SY	\$48.50	\$4,850.00	\$84.50	\$8,450.00	\$85.00	\$8,500.00	\$91.80	\$9,180.00	\$64.50	\$6,450.00
51	4001 Cast-In-Place Concrete Mix No. 6 for Retaining Wall	160	CY	\$2,930.00	\$468,800.00	\$885.00	\$141,600.00	\$869.69	\$139,150.40	\$751.20	\$120,192.00	\$710.10	\$113,616.00
52	4002 Cast-In-Place Concrete Mix No. 6 for Concrete Slab	867	CY	\$410.00	\$355,470.00	\$649.00	\$562,683.00	\$518.75	\$449,756.25	\$414.49	\$359,362.83	\$593.20	\$514,304.40
53	4003 Cast-In-Place Concrete Mix No. 3 for Footings	180	CY	\$720.00	\$129,600.00	\$741.50	\$133,470.00	\$753.89	\$135,700.20	\$681.32	\$122,637.60	\$644.00	\$115,920.00
54	4004 Type III Chain Link Safety Fence	350	LF	\$57.00	\$19,950.00	\$62.25	\$21,787.50	\$59.80	\$20,930.00	\$56.16	\$19,656.00	\$36.30	\$12,705.00
55	5001 Vehicle Maneuvering Area: Porous Asphalt (Open Graded Friction Course) 12.5mm Surface	4255	TON	\$90.00	\$382,950.00	\$145.00	\$616,975.00	\$133.38	\$567,531.90	\$132.27	\$562,808.85	\$139.80	\$594,849.00
56	5002 Vehicle Maneuvering Area: Porous Asphalt (Open Graded Friction Course) 19mm Base	8505	TON	\$59.00	\$501,795.00	\$81.50	\$693,157.50	\$74.91	\$637,109.55	\$73.95	\$628,944.75	\$134.40	\$1,143,072.00
57	5003 Vehicle Maneuvering Area: Porous Asphalt #57 Stone for Choker Layer	2630	CY	\$59.00	\$155,170.00	\$60.50	\$159,115.00	\$58.98	\$155,117.40	\$64.08	\$168,530.40	\$90.30	\$237,489.00
58	5004 Vehicle Maneuvering Area: Porous Asphalt #2 Stone Base Reservoir	7875	CY	\$53.00	\$417,375.00	\$59.50	\$468,562.50	\$51.50	\$405,562.50	\$55.74	\$438,952.50	\$74.20	\$584,325.00
59	5005 Vehicle Maneuvering Area: Porous Asphalt Geotextile PE Type I	23620	SY	\$1.55	\$36,611.00	\$2.00	\$47,240.00	\$0.70	\$16,534.00	\$0.76	\$17,951.20	\$5.40	\$127,548.00
60	5006 Porous Asphalt (Open Graded Friction Course) 12.5mm Surface	170	TON	\$93.00	\$15,810.00	\$145.00	\$24,650.00	\$133.38	\$22,674.60	\$138.57	\$23,556.90	\$139.80	\$23,766.00
61	5007 Porous Asphalt (Open Graded Friction Course) 19mm Base	335	TON	\$65.00	\$21,775.00	\$81.50	\$27,302.50	\$74.91	\$25,094.85	\$75.17	\$25,181.95	\$134.40	\$45,024.00
62	5008 Porous Asphalt #57 Stone for Choker Layer	104	CY	\$59.00	\$6,136.00	\$60.50	\$6,292.00	\$50.00	\$5,200.00	\$54.00	\$5,616.00	\$90.30	\$9,391.20
63	5009 Porous Asphalt #2 Stone Base Reservoir	310	CY	\$53.00	\$16,430.00	\$59.50	\$18,445.00	\$48.00	\$14,880.00	\$51.84	\$16,070.40	\$74.20	\$23,002.00
64	5010 Porous Asphalt Geotextile PE Type I	930	SY	\$1.60	\$1,488.00	\$2.00	\$1,860.00	\$0.70	\$651.00	\$0.76	\$706.80	\$5.40	\$5,022.00
65	5011 Graded Aggregate Base, 12 Inch Depth	6125	SY	\$14.50	\$88,812.50	\$14.00	\$85,750.00	\$14.40	\$88,200.00	\$15.77	\$96,591.25	\$29.00	\$177,625.00
66	5012 Hot Mix Asphalt Superpave Surface 12.5mm (PG64H-22)	1105	TON	\$88.00	\$97,240.00	\$94.75	\$104,698.75	\$87.12	\$96,267.60	\$88.13	\$97,383.65	\$95.70	\$105,748.50
67	5013 Hot Mix Asphalt Superpave Base 19mm (PG64S-22)	2210	TON	\$77.00	\$170,170.00	\$93.50	\$206,635.00	\$85.91	\$189,861.10	\$86.14	\$190,369.40	\$89.20	\$197,132.00
68	5014 Milling Hot Mix Asphalt Pavement 0-2 Inch Depth	336	SY	\$7.80	\$2,620.80	\$5.00	\$1,680.00	\$4.68	\$1,572.48	\$5.40	\$1,814.40	\$9.70	\$3,259.20
69	5015 Saw Cutting	100	LF	\$1.80	\$180.00	\$3.25	\$325.00	\$5.00	\$500.00	\$5.94	\$594.00	\$5.40	\$540.00
70	5016 5-Inch Yellow Lead Free Reflective Thermoplastic Pavement Markings	9300	LF	\$0.95	\$8,835.00	\$1.00	\$9,300.00	\$1.96	\$18,228.00	\$0.92	\$8,556.00	\$1.60	\$14,880.00
71	5017 5-Inch White Lead Free Reflective Thermoplastic Pavement Markings	8950	LF	\$0.95	\$8,502.50	\$1.00	\$8,950.00	\$0.98	\$8,771.00	\$0.92	\$8,234.00	\$1.60	\$14,320.00
72	5018 24-Inch White Preformed Thermoplastic Pavement Markings	300	LF	\$24.50	\$7,350.00	\$26.25	\$7,875.00	\$25.30	\$7,590.00	\$23.76	\$7,128.00	\$10.80	\$3,240.00
73	6001 Type D Concrete Curb	1165	LF	\$21.50	\$25,047.50	\$35.25	\$41,066.25	\$23.78	\$27,703.70	\$19.98	\$23,276.70	\$19.90	\$23,183.50
74	6002 Type I Precast Concrete Wheel Stops	19	EA	\$110.00	\$2,090.00	\$198.50	\$3,771.50	\$140.00	\$2,660.00	\$109.08	\$2,072.52	\$124.70	\$2,369.30

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				Total Price Unit	\$7,734,871.55 Extended	Total Price Unit	\$9,075,944.75 Extended	Total Price Unit	\$9,197,000.00 Extended	Total Price Unit	\$9,757,165.97 Extended	Total Price Unit	\$15,791,274.90 Extended
75	6003 8-Foot Chain Link Fence	4435	LF	\$51.00	\$226,185.00	\$55.00	\$243,925.00	\$50.60	\$224,411.00	\$24.58	\$109,012.30	\$24.50	\$108,657.50
76	6004 Chain Link Fence Gate	2	EA	\$1,980.00	\$3,960.00	\$2,154.00	\$4,308.00	\$2,070.00	\$4,140.00	\$10,314.00	\$20,628.00	\$10,265.00	\$20,530.00
77	6005 Sliding Motorized Gate	2	EA	\$36,310.00	\$72,620.00	\$34,951.00	\$69,902.00	\$36,307.70	\$72,615.40	\$9,180.00	\$18,360.00	\$6,450.00	\$12,900.00
78	6006 Gate Access Control	2	EA	\$10,040.00	\$20,080.00	\$8,392.00	\$16,784.00	\$2,725.00	\$5,450.00	\$6,789.96	\$13,579.92	\$5,160.00	\$10,320.00
79	7001 Placing Salvaged Topsoil, 4 Inch Depth	68000	SY	\$2.10	\$142,800.00	\$1.00	\$68,000.00	\$2.40	\$163,200.00	\$2.59	\$176,120.00	\$2.50	\$170,000.00
80	7002 Contingent: Placing Furnished Topsoil, 4 Inch Depth	2000	SY	\$5.80	\$11,600.00	\$12.25	\$24,500.00	\$6.00	\$12,000.00	\$6.48	\$12,960.00	\$9.20	\$18,400.00
81	7003 Temporary Seeding	18000	SY	\$0.20	\$9,600.00	\$0.25	\$4,500.00	\$0.30	\$5,400.00	\$0.19	\$3,420.00	\$0.30	\$5,400.00
82	7004 Temporary Mulch	18000	SY	\$0.30	\$5,400.00	\$0.50	\$9,000.00	\$0.30	\$5,400.00	\$0.26	\$4,680.00	\$0.30	\$5,400.00
83	7005 Turfgrass Establishment	68000	SY	\$0.90	\$61,200.00	\$0.75	\$51,000.00	\$0.60	\$40,800.00	\$0.77	\$52,360.00	\$1.80	\$122,400.00
84	7006 Type A Soil Stabilization Matting	7505	SY	\$1.65	\$12,383.25	\$2.00	\$15,010.00	\$1.73	\$12,983.65	\$1.62	\$12,158.10	\$3.70	\$27,768.50
85	7007 Type C Soil Stabilization Matting	5230	SY	\$22.00	\$115,060.00	\$17.50	\$91,525.00	\$17.00	\$88,910.00	\$13.50	\$70,605.00	\$7.30	\$38,179.00
86	7008 Platanus x Acerifolia / Columbia Planetree (1.5 Inch Caliper)	10	EA	\$375.00	\$3,750.00	\$359.00	\$3,590.00	\$425.00	\$4,250.00	\$366.66	\$3,666.60	\$365.00	\$3,650.00
87	7009 Quercus Phellos / Willow Oak (1.5 Inch Caliper)	10	EA	\$360.00	\$3,600.00	\$359.00	\$3,590.00	\$380.00	\$3,800.00	\$351.00	\$3,510.00	\$349.00	\$3,490.00
88	7010 Thuja Standishii x Plicata / Green Giant Arborvitae (15 Gal. 5ft-6ft Height)	108	EA	\$250.00	\$27,000.00	\$359.00	\$38,772.00	\$276.00	\$29,808.00	\$247.32	\$26,710.56	\$246.20	\$26,589.60
89	7011 Cornus Florida / Dogwood (1.5 Inch Caliper)	15	EA	\$415.00	\$6,225.00	\$478.50	\$7,177.50	\$440.00	\$6,600.00	\$405.54	\$6,083.10	\$403.30	\$6,049.50
90	8001 Square Perforated Tubular Steel Post	13	EA	\$170.00	\$2,210.00	\$179.50	\$2,333.50	\$170.00	\$2,210.00	\$144.72	\$1,881.36	\$140.00	\$1,820.00
91	8002 Square Tubular Steel Anchor Bases	13	EA	\$61.00	\$793.00	\$179.50	\$2,333.50	\$120.00	\$1,560.00	\$144.72	\$1,881.36	\$349.20	\$4,539.60
92	8003 Sheet Aluminum Signs	110	SF	\$17.50	\$1,925.00	\$36.00	\$3,960.00	\$14.00	\$1,540.00	\$19.98	\$2,197.80	\$27.90	\$3,069.00
93	8004 Cast-in-Place Concrete Mix No. 3 for Foundations	9	CY	\$2,200.00	\$19,800.00	\$1,351.00	\$12,159.00	\$2,500.00	\$22,500.00	\$2,160.00	\$19,440.00	\$2,042.20	\$18,379.80
94	8005 Vehicle Maneuvering Area: Cast-In- Place Concrete Mix No. 3 for Light Pole Foundations	8	CY	\$2,200.00	\$17,600.00	\$1,376.00	\$11,008.00	\$2,500.00	\$20,000.00	\$2,220.83	\$17,766.64	\$2,042.50	\$16,340.00
95	8006 1-Inch Schedule 40 PVC Conduit Trenched	1915	LF	\$8.50	\$16,277.50	\$9.00	\$17,235.00	\$18.06	\$34,584.90	\$8.37	\$16,028.55	\$14.60	\$27,959.00
96	8007 2-Inch Schedule 40 PVC Conduit Trenched	4900	LF	\$10.50	\$51,450.00	\$9.50	\$46,550.00	\$21.26	\$104,174.00	\$10.52	\$51,548.00	\$14.30	\$70,070.00
97	8008 3-Inch Schedule 40 PVC Conduit Trenched	9375	LF	\$14.75	\$138,281.25	\$10.50	\$98,437.50	\$19.29	\$180,843.75	\$14.52	\$136,125.00	\$10.20	\$95,625.00
98	8009 5-Inch Schedule 40 PVC Conduit Trenched	5340	LF	\$15.50	\$82,770.00	\$28.75	\$153,525.00	\$35.58	\$189,997.20	\$15.21	\$81,221.40	\$20.50	\$109,470.00
99	8010 Vehicle Maneuvering Area: 1-Inch Schedule 40 PVC Conduit Trenched	90	LF	\$8.50	\$765.00	\$9.00	\$810.00	\$13.93	\$1,253.70	\$13.78	\$1,240.20	\$14.60	\$1,314.00
100	8011 2-Inch C900 Polyvinyl Chloride Waterline	110	LF	\$88.00	\$9,680.00	\$86.25	\$9,487.50	\$134.63	\$14,809.30	\$145.40	\$15,994.00	\$177.40	\$19,514.00
101	8012 6-Inch C900 Polyvinyl Chloride Waterline	1360	LF	\$63.00	\$85,680.00	\$55.25	\$75,140.00	\$96.45	\$131,172.00	\$104.17	\$141,671.20	\$180.60	\$245,616.00
102	8013 10-Inch C900 Polyvinyl Chloride Waterline	1975	LF	\$91.00	\$179,725.00	\$83.75	\$165,406.25	\$150.91	\$298,047.25	\$162.98	\$321,885.50	\$190.30	\$375,842.50
103	8014 Fire Hydrant Assembly	11	EA	\$7,970.00	\$87,670.00	\$7,852.00	\$86,372.00	\$9,975.00	\$109,725.00	\$10,773.00	\$118,503.00	\$12,147.30	\$133,620.30
104	8015 6-Inch SDR-26 Sewer Line	430	LF	\$78.00	\$33,540.00	\$83.00	\$35,690.00	\$108.88	\$46,818.40	\$117.59	\$50,563.70	\$195.70	\$84,151.00
105	8016 8-Inch SDR-26 Sewer Line	960	LF	\$77.00	\$73,920.00	\$82.00	\$78,720.00	\$114.31	\$109,737.60	\$123.45	\$118,512.00	\$198.90	\$190,944.00
106	8017 2-Inch HDPE (Force Main)	1760	LF	\$81.00	\$142,560.00	\$29.25	\$51,480.00	\$50.00	\$88,000.00	\$54.00	\$95,040.00	\$173.10	\$304,656.00
107	8018 3-Inch HDPE (Force Main)	540	LF	\$84.00	\$45,360.00	\$73.50	\$39,690.00	\$60.51	\$32,675.40	\$65.35	\$35,289.00	\$98.90	\$53,406.00
108	8019 48-Inch Precast Manhole	9	EA	\$6,570.00	\$59,130.00	\$6,227.00	\$56,043.00	\$7,505.00	\$67,545.00	\$8,105.40	\$72,948.60	\$6,987.80	\$62,890.20
109	8020 48-Inch Precast Bottomless Manhole	7	EA	\$4,930.00	\$34,510.00	\$3,887.00	\$27,209.00	\$10,368.75	\$72,581.25	\$11,198.25	\$78,387.75	\$10,750.00	\$75,250.00
110	8021 2 Inch Polyethylene Pipe (Underground Vapor)	1700	LF	\$49.00	\$83,300.00	\$40.75	\$69,275.00	\$93.23	\$158,491.00	\$100.69	\$171,173.00	\$10.30	\$17,510.00
111	8022 2 1/2 Inch Polyethylene Pipe (Underground Vapor)	310	LF	\$75.00	\$23,250.00	\$94.00	\$29,140.00	\$93.23	\$28,901.30	\$100.69	\$31,213.90	\$10.30	\$3,193.00
112	8023 3/4 Inch Schedule 40 Black Steel Pipe (Above Ground Vapor)	32	LF	\$26.00	\$832.00	\$361.50	\$11,568.00	\$41.64	\$1,332.48	\$44.97	\$1,439.04	\$36.30	\$1,161.60
113	8024 3/4 Inch Schedule 80 Black Steel Pipe (Above Ground Liquid Propane)	32	LF	\$16.75	\$536.00	\$441.50	\$14,128.00	\$41.64	\$1,332.48	\$44.97	\$1,439.04	\$38.80	\$1,241.60
114	8025 2-Inch Schedule 80 Black Steel Pipe (Underground Liquid Propane)	1200	LF	\$47.00	\$56,400.00	\$77.50	\$93,000.00	\$47.89	\$57,468.00	\$51.72	\$62,064.00	\$35.40	\$42,480.00
115	8026 2 1/2-Inch Schedule 80 Black Steel Pipe (Underground Liquid Propane)	310	LF	\$73.00	\$22,630.00	\$217.00	\$67,270.00	\$50.39	\$15,620.90	\$54.42	\$16,870.20	\$63.40	\$19,654.00

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				Total Price	\$7,734,871.55	Total Price	\$9,075,944.75	Total Price	\$9,197,000.00	Total Price	\$9,757,165.97	Total Price	\$15,791,274.90
				Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended
116	8027 2-Inch Cast Iron Curb Stop Valve and Box	8	EA	\$900.00	\$7,200.00	\$1,609.00	\$12,872.00	\$1,200.00	\$9,600.00	\$1,296.00	\$10,368.00	\$672.50	\$5,380.00
117	8028 Outdoor Lighting Pole and Single Type A LED	1	EA	\$4,710.00	\$4,710.00	\$11,967.00	\$11,967.00	\$4,890.00	\$4,890.00	\$5,114.43	\$5,114.43	\$7,880.00	\$7,880.00
118	8029 Outdoor Lighting Pole and Single Type C LED	4	EA	\$4,710.00	\$18,840.00	\$15,557.00	\$62,228.00	\$3,475.00	\$13,900.00	\$4,749.46	\$18,997.84	\$6,485.00	\$25,940.00
119	8030 Vehicle Maneuvering Area: Outdoor Lighting Pole and Single Type A LED	3	EA	\$4,710.00	\$14,130.00	\$11,967.00	\$35,901.00	\$4,930.00	\$14,790.00	\$4,790.01	\$14,370.03	\$7,883.30	\$23,649.90
120	8031 Vehicle Maneuvering Area: Outdoor Lighting Pole and Single Type B LED	6	EA	\$4,710.00	\$28,260.00	\$16,753.00	\$100,518.00	\$4,945.00	\$29,670.00	\$4,708.90	\$28,253.40	\$6,783.30	\$40,699.80
121	8032 Vehicle Maneuvering Area: Outdoor Lighting Pole and Double Type A and Type C LED	2	EA	\$5,060.00	\$10,120.00	\$23,933.00	\$47,866.00	\$2,832.00	\$5,664.00	\$5,211.31	\$10,422.62	\$9,090.00	\$18,180.00
122	8033 Exterior 1600 Amp Electrical Panel	1	EA	\$74,800.00	\$74,800.00	\$20,343.00	\$20,343.00	\$52,928.00	\$52,928.00	\$71,766.63	\$71,766.63	\$101,700.00	\$101,700.00
123	8034 Exterior 200 Amp Electrical Panel	1	EA	\$13,200.00	\$13,200.00	\$5,983.00	\$5,983.00	\$8,260.00	\$8,260.00	\$13,446.63	\$13,446.63	\$7,370.00	\$7,370.00
124	8035 Surface Mounted Power Pedestals with Recepticles	8	EA	\$1,320.00	\$10,560.00	\$1,795.00	\$14,360.00	\$5,950.00	\$47,600.00	\$10,428.83	\$83,430.64	\$587.50	\$4,700.00
125	8036 Standard Steel Pipe Bollard	47	EA	\$560.00	\$26,320.00	\$932.00	\$43,804.00	\$840.00	\$39,480.00	\$907.20	\$42,638.40	\$430.00	\$20,210.00
126	8037 Heavy Duty Steel Pipe Bollard	13	EA	\$1,060.00	\$13,780.00	\$1,362.00	\$17,706.00	\$1,260.00	\$16,380.00	\$1,360.80	\$17,690.40	\$1,142.30	\$14,849.90
127	8038 Bollards for Electrical Transformers	26	EA	\$560.00	\$14,560.00	\$906.00	\$23,556.00	\$840.00	\$21,840.00	\$907.20	\$23,587.20	\$430.00	\$11,180.00
128	8039 Portable Traffic Signal	3	EA	\$37,930.00	\$113,790.00	\$43,554.00	\$130,662.00	\$45,177.75	\$135,533.25	\$39,383.06	\$118,149.18	\$32,250.00	\$96,750.00
129	8040 Electrical Hand Holes, Pull and Junction Boxes 12inch x 12inch x 12inch	7	EA	\$660.00	\$4,620.00	\$1,692.00	\$11,844.00	\$425.00	\$2,975.00	\$717.52	\$5,022.64	\$798.60	\$5,590.20
130	8041 Vehicle Maneuvering Area: Electrical Hand Holes, Pull and Junction Boxes 12inch x 12inch x 12inch	11	EA	\$660.00	\$7,260.00	\$2,410.00	\$26,510.00	\$425.00	\$4,675.00	\$692.24	\$7,614.64	\$809.10	\$8,900.10
131	8042 Electrical Hand Holes, Pull and Junction Boxes 11inch x 21inch x 12inch	15	EA	\$1,100.00	\$16,500.00	\$2,888.00	\$43,320.00	\$550.00	\$8,250.00	\$1,112.44	\$16,686.60	\$805.30	\$12,079.50
132	8043 Electrical Hand Holes, Pull and Junction Boxes 24inch x 24inch x 12inch	1	EA	\$1,980.00	\$1,980.00	\$3,487.00	\$3,487.00	\$1,100.00	\$1,100.00	\$2,430.63	\$2,430.63	\$2,160.00	\$2,160.00
133	8044 Above Ground Electrical Junction	2	EA	\$550.00	\$1,100.00	\$598.50	\$1,197.00	\$1,000.00	\$2,000.00	\$783.31	\$1,566.62	\$4,195.00	\$8,390.00
134	8045 Photocell Sensor	5	EA	\$110.00	\$550.00	\$359.00	\$1,795.00	\$105.00	\$525.00	\$205.33	\$1,026.65	\$404.00	\$2,020.00



Washington County, Maryland

Budget Adjustment Form

Form Routing

(?)

- ☒ Budget Amendment
- ☐ Budget Transfer

Fiscal Year 2026

BOCC Approval Date (if known) MM/DD/YYYY

Deputy Director - Finance Sign

Preparer, if applicable signed by Garrett, Zane M. 11/25/2025, 4:07:01 PM

Zane Garrett

Department Head Authorization Sign

Division Director / Elected Official Authorization Sign

Budget & Finance Director Approval Sign

County Administrator Approval Sign

County Commissioners Approval Sign

Expenditure / Account Number	Fund Number	Department Number	Project/ Grant Number	Activity Code	Department and Account Description	Increase (Decrease) +/-
498710	30	11620	LDI063	0000	Capital Transfer - General	400,000
599999	30	11620	LDI063	CNST	Controllable Assets - PSTC Tactical Village/Simulation Training	400,000

Explain Budget Adjustment

Additional funding is needed for a supplemental training and storage building at the PSTC. This includes costs related to site work and construction. Funding will come from Capital Reserves.



Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Memorandum of Agreement – Truck Restriction Signs for Town of Keedysville

PRESENTATION DATE: December 9, 2025

PRESENTATION BY: Scott Hobbs, Director, Division of Engineering

RECOMMENDED MOTION: Move to execute the memorandum of agreement (MOA) between the Maryland Department of Transportation State Highway Administration and the County to install truck restriction signs in the Town of Keedysville.

REPORT-IN-BRIEF: The purpose of the MOA is to establish an agreement to restrict, by signs, large semi-trailer trucks, from using Coffman Farms Road and South Main Street via MD 34 in Keedysville to enhance safety and protect the community's infrastructure due to limited turning movements in town.

DISCUSSION: The use of these roads by semi-trailer trucks has led to concerns regarding traffic safety and the Town of Keedysville has requested assistance from the State and County to restrict semi-trailer trucks in town by placing advance notice signs.

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Memorandum of Agreement

AUDIO/VISUAL TO BE USED: N/A

MEMORANDUM OF AGREEMENT

Truck Restriction Signs for the Town of Keedysville by and between the Maryland State Highway Administration and the Board of County Commissioners of Washington County, Maryland,

THIS MEMORANDUM OF AGREEMENT (hereinafter the "MOA"), made and entered into this _____ day of _____ by and between Washington County Government, (hereinafter "WASHCO" and the Maryland State Highway Administration, (hereinafter "SHA"), a body corporate and politic and a political subdivision of the State of Maryland.

Purpose

The purpose of this MOA is to establish an agreement to restrict, by signs, large semi-trailer trucks ("semi-trucks", WB-40 or larger, 45' maximum length) from using Coffman Farms Road and South Main Street via Shepherdstown Pike (MD-34) in Keedysville, Maryland, to enhance traffic safety and protect community infrastructure. This agreement is in place due to the request of the Town of Keedysville to restrict semi-trucks on the State and County roads in the Town of Keedysville that have limited turning movements for semi-trucks.

Recitals

WHEREAS, Shepherdstown Pike (MD-34), Coffman Farms Road, and South Main Street traverse primarily residential and rural areas of Keedysville, Maryland, with limited road capacity to support heavy truck traffic;

WHEREAS, the use of these roads by semi-trucks has led to concerns regarding traffic safety, including restricted visibility, sharp turns, and limited pedestrian infrastructure;

WHEREAS, the structural integrity of Coffman Farms Road and South Main Street is insufficient to support prolonged heavy vehicle traffic without significant damage or increased maintenance costs;

WHEREAS, alternative routes with greater capacity and more appropriate design are available for semi-truck traffic;

WHEREAS, the restriction of semi-truck traffic on these roads is consistent with SHA's mission to ensure the safe and efficient movement of people and goods while preserving the quality of life for Maryland communities;

WHEREAS, local enforcement of traffic regulations and the installation of appropriate signage is critical to ensuring compliance with these restrictions;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree to the following terms:

Agreement

1. Traffic Restriction Implementation

The SHA and the County will coordinate to implement restrictions prohibiting semi-trucks from using Coffman Farms Road and South Main Street in Keedysville, Maryland via signage on Shepherdstown Pike (MD-34) and County/local roads.

2. Signage and Notification

SHA will install and maintain signage to notify drivers of the restrictions on State roads and the County will install and maintain signage on County roads. Signs will be placed according to the Maryland Manual on Uniform Traffic Control Devices (MUTCD) at key decision points, including major intersections and entrances to these roads as applicable.

3. Enforcement

Local law enforcement and relevant agencies will be responsible for monitoring and enforcing these restrictions, including issuing citations to violators as permitted by law.

4. Public Outreach

The Parties will collaborate to inform local residents, businesses, and regional transportation companies about the restrictions, alternative routes, and enforcement measures.

5. Alternative Routes

SHA will work with regional traffic planners to identify and communicate alternative routes for semi-trucks that minimize disruption to local traffic while ensuring safety and accessibility for freight transport.

6. Term and Amendment

This agreement will remain in effect until terminated or amended in writing by mutual agreement of the Parties.

7. Severability

If any provision of this MOA is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

8. Authority

Each signatory to this MOA represents that they have the authority to execute this agreement on behalf of their respective organization.

9. Counterparts

This MOA may be executed in any number of counterparts, and each such counterpart shall be deemed to be an original. It shall not be necessary that the signature of, or on behalf of, each party or that the signatures of the person required to bind any party, appear on more than one counterpart.

IN WITNESS WHEREOF, the Parties have executed this Agreement under their respective seals as of the day and year first above written.

ATTEST:

**BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY, MARYLAND**

Dawn L. Marcus, County Clerk

BY: _____(SEAL)
John F. Barr, President

Approved as to legal sufficiency for
execution by the County.

Victor Scarpelli
Assistant County Attorney

ATTEST:

**MARYLAND DEPARTMENT OF
TRANSPORTATION STATE HIGHWAY
ADMINISTRATION**

BY: _____(SEAL)

Name:

Title:



Agenda Report Form

Open Session Item

SUBJECT: Add an update to the current Resolution Adopting Fee Schedule for Civil Citations for Fire

PRESENTATION DATE: December 9, 2025

PRESENTATION BY: Greg Cartrette Director Permits & Inspections/Fire Marshal

RECOMMENDATION: Move for approval to make an update to the current Resolution #2025-26.

REPORT-IN-BRIEF: Since taking over as the Office of Fire Marshal in Washington County, we have received complaints on various structures. While the fire code gives us the authority to enforce the fire code and conduct inspections, we are asking to add to the current Fire Civil Citation resolution the ability to write civil citations for non-compliance.

DISCUSSION: Since taking over as the Office of Fire Marshal for the county, we have received complaints from the citizens of Washington County that require us to do an inspection based on the complaint. Once we conduct the inspection, and if we find deficiencies, we issue a letter with a compliance date and a list of items that must be corrected. Most of the time, the corrections are made within the timeframe given and the investigation is closed out. There have been a few times when the individuals or the business has not complied, and my only next option is to shut them down until the deficiencies are corrected. By adding this step into our civil citation, it gives me another option without having to go to the most extreme option of shutting them down.

FISCAL IMPACT: Potential increased revenue for non-compliance.

CONCURRENCES: Rosalinda Pascul, Deputy County Attorney

ALTERNATIVES: N/A

ATTACHMENTS: Proposed Resolution

AUDIO/VISUAL NEEDS: N/A

RESOLUTION NO. RS-2025-

(RESOLUTION ADOPTING FEE SCHEDULE FOR CIVIL CITATIONS)

RECITALS

On April 29, 2025, the Board of County Commissioners of Washington County, Maryland (the "County") adopted the following code governing all fire prevention work performed in Washington County, Maryland, said code being effective July 1, 2025:

the Maryland State Fire Prevention Code (i.e. the *National Fire Protection Association ("NFPA") 101 Life Safety Code*, the *NFPA 1 Fire Code*, with State Amendments) with local amendments (the "County Fire Code").

Pursuant to Maryland Code, Public Safety Article Section 9-701(a), the County may impose civil citations for violations of the County Fire Code and the Code provides for such civil citations. The Code of Public Local Laws of Washington County, Maryland Section 1-112 also provides that the fine for a civil offense shall be established by resolution of the Board of County Commissioners of Washington County, Maryland.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Washington County, Maryland that the fine for a civil citation issued for a violation set forth below be established as follows:

1. Civil citations will only be issued for the following violations of the above-referenced Codes:

- a. Work started without proper permit ~~(NFPA 1.12)~~ (NFPA 1 Sections 1.7.15 or Section 1.13);
- b. Stop work order (unlawful continuance) ~~(NFPA 1.7.13)~~ (NFPA 1 Section 1.7.15); ~~or~~
- c. Violation of unsafe structure posting ~~(NFPA 1.16.3)~~ (NFPA 1 Section 1.17.3); ~~or~~
- d. Violation of Authority to order correction ~~(NFPA 1.8)~~ (NFPA 1 Section 1.7.8);

2. Any violation of the above shall be punishable by a fine of One Hundred Dollars (\$100.00) per day. Each day the violation continues shall be deemed a separate offense.

3. In the event a second citation for a violation is issued regarding the same property within two-years from the date of the initial citation, the fine shall increase to Two Hundred Dollars (\$200.00) per day for each day the property is in violation.

Adopted and effective this ____ day of _____, 2025.

~~Effective the 1st day of July, 2025.~~

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

BY: _____

John F. Barr, President

Dawn L. Marcus , Clerk
Approved as to form
and legal sufficiency:

Rosalinda Pascual
Deputy County Attorney

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



Agenda Report Form

Open Session Item

SUBJECT: Crabtree Golf Memorandum of Understanding

PRESENTATION DATE: December 9, 2025

PRESENTATION BY: Andrew Eshleman, Director of Public Works

RECOMMENDED MOTION: Motion to approve and execute the Memorandum of Understanding as written.

REPORT-IN-BRIEF: Ryan Crabtree, the Golf Course Manager has an existing 2019 Memorandum of Understanding that grants certain rights and privileges for additional income from golf lessons and repair services. Ryan is transitioning from an amateur to a golf professional status where he will perform private golf lessons. A new Memorandum of Understanding that more clearly separates the roles and responsibilities as a W-2 salaried County employee and those essential job functions versus income earned and expectations for these pro services as Crabtree Golf, LLC is recommended.

DISCUSSION: The newly drafted MOU distinctly separates the relationship. To recognize the mutually beneficial role of limiting Crabtree Golf's ability to provide these services at other golf locations, the Black Rock Golf Course is granting free use of the facility. The MOU describes the responsibility to maintain a lesson schedule that must be reviewed by his supervisors and not conflict with his work hours.

FISCAL IMPACT: N/A

CONCURRENCES: Washington County Public Golf Corporation ("Golf Board"), County Attorney, Deputy Director of Budget and Finance, and HR

ATTACHMENTS: Proposed Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter referred to as “MOU”) is made this _____ day of _____, 2025, by and between the **BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND**, a body corporate and politic and a political subdivision of the State of Maryland (hereinafter referred to as “County”), **CRABTREE GOLF, LLC**, a Maryland limited liability company with an address of _____, (hereinafter referred to as the “Company”), and **RYAN A. CRABTREE**, [Insert Address] (hereinafter referred to as “Crabtree”).

RECITALS

- A. The County owns and operates Black Rock Golf Course (“Black Rock”), an 18-hole golf course for the use and enjoyment of the general public.
- B. Crabtree is employed by the County as the Golf Course Manager of Black Rock.
- C. Crabtree is pursuing his certification as a golf professional. Crabtree’s professional status would provide him with golf opportunities beyond the scope of his duties as Golf Course Manager.
- D. The County recognizes that Crabtree’s professional status will provide a benefit to the County and wishes to support Crabtree in his professional pursuits. To that end, the County agrees to permit Crabtree, by and through the Company to utilize the Black Rock facilities to provide golf lessons to members of the general public, in accordance with the terms more particularly set forth herein.
- E. Crabtree and the Company acknowledge the benefit of collaborating with the County to support Crabtree’s professional pursuits and enhance Black Rock’s reputation by employing a golf professional.

NOW THEREFORE, in consideration of the foregoing, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **Independent Contractor Status.** The parties hereby acknowledge that all activities contemplated by this MOU shall be separate and apart from Crabtree’s employment as Golf Course Manager. Crabtree agrees to organize the Company under the laws of the State of Maryland, or otherwise the company so that it is permitted to do business in the State of Maryland.
2. **Term.** The MOU shall remain in full force and effect so long as Crabtree is an employee of the County. Notwithstanding, either party shall be permitted to terminate this MOU upon Thirty (30) days written notice to the other party. Termination of this MOU shall not affect the employment status of Crabtree.

3. **Compensation.**

- (a) Crabtree's salary and benefits earned as a County employee shall not be affected by this MOU.
- (b) The Company may conduct private golf lessons at Black Rock, to be given by Crabtree. Any fees paid to the Company resulting from any private golf lessons that Crabtree administers shall be the sole property of the Company. The Company shall be solely responsible for collecting payment for said private lessons. The Company and Crabtree shall arrange for such lessons so as not to interfere with Crabtree's assigned duties as Golf Course Manager. All lessons shall occur outside regular clubhouse office hours. The Company and Crabtree shall be responsible for reporting and paying any and all tax and other obligations resulting from these earnings.
- (c) The County, the Company and Crabtree acknowledge the value created by Crabtree conducting lessons at Black Rock. As consideration of this mutual benefit, the Company agrees that Crabtree shall only conduct paid lessons at Black Rock in exchange, the Company shall have non-exclusive rent-free use of the Black Rock to conduct paid lessons. Crabtree acknowledges that conducting lessons anywhere other than Black Rock would negatively impact Black Rock. Crabtree expressly agrees that he shall not conduct golf-lessons at any golf course located within Washington County, Maryland, or any county adjacent to Washington County, Maryland. The Company is responsible for maintaining a lesson schedule to be reviewed when requested by the County. Crabtree agrees to input the Company's lesson schedule on the Outlook Calendar whereon his work hours are maintained and reviewable by Crabtree's supervisors.
- (d) The County and Company agree and acknowledge this benefit is exclusive to Crabtree and constitutes bargained for consideration for Crabtree's agreement to refrain from conducting lessons elsewhere in Washington County, Maryland or in adjacent counties. The County maintains the right and sole authority to permit 3rd parties to hold lessons at Black Rock and set any rules or regulations related thereto.
- (e) The Company shall be entitled to retain all funds generated from any golf club repairs performed and any pull-cart rental services generated by Crabtree, and in which he personally bears accompanying costs of materials, equipment, maintenance, and the like. Crabtree shall perform such repairs and rental services so as not to interfere with

his other duties and the Company will be responsible for reporting and paying any and all tax and other obligations resulting from these earnings.

4. **Extent of Service.** Crabtree shall devote his full working time, attention, and energy to the performance of his duties and responsibilities as Golf Course Manager. Crabtree agrees to put forth similar effort under this MOU and shall utilize his best efforts in furtherance of the interests of Black Rock .
5. **Notices.** All notices and communications hereunder shall be in writing and shall be deemed given when sent, postage prepaid, by registered or certified mail, return receipt requested.

County: Board of County Commissioners of Washington County
ATTN: TBD, Director of Human Resources
100 West Washington Street
Hagerstown, Maryland 21740

Company: Crabtree Golf, LLC
Address

Crabtree:

6. **Governing Law.** This MOU shall be governed by and construed in accordance with the laws of the State of Maryland.
7. **Entire Agreement.** This MOU contains the entire agreement of the parties and may be amended, waived, changed, modified, extended, or rescinded only by written agreement signed by both parties.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, this MOU has been duly executed by the parties hereto as of the date first written above.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Dawn L. Marcus, Clerk

By: _____
John F. Barr, President

WITNESS:

Company

By: _____
Ryan Crabtree, Managing Member

WITNESS:

Ryan Crabtree, Individually



Agenda Report Form

Open Session Item

SUBJECT: Request to Create Job Family (FF/FAO to FF Paramedic)

PRESENTATION DATE: December 9, 2025

PRESENTATION BY: R. David Hays, Director of Emergency Services

Chip Rose, Director, Human Resources

RECOMMENDED MOTION: To approve a DES “Job Family” which will allow a DES FF/FAO who receives their paramedic licensure and subsequently obtains DES operational clearance to be moved to the appropriate DES FF/Paramedic grade and step.

REPORT-IN-BRIEF: The Division of Emergency Services would like to streamline its ability to transition DES Employees who desire to become licensed as a paramedic an opportunity to do so; within a non-competitive job classification grouping (Job Family) and subsequently be moved to the appropriate DES paramedic/FF grade and step once requirements are met.

DISCUSSION: As the need for paramedics continues, it remains necessary to continually consider how the County can improve processes for employees who desire to obtain a paramedic licensure. By creating a non-competitive process, it will allow current DES employees to seek a paramedic licensure, knowing that when completed, the employee will receive applicable compensation for that licensure. If approved. This will mirror the process currently utilized when EMT’s complete their paramedic, thus moving to the appropriate position and pay grade.

Under the current process, DES/HR must request that the BOCC reclassify position numbers and to seek the BOCC’s approval to extend the employee the FF/paramedic job classification and upgrade.

For reference. the Emergency Communications Center (ECC) has three levels of Emergency Communication Technicians that are also non-competitive, ECS I, ECSII and ECSIII

FISCAL IMPACT: + or – 7% and a \$2.00 p/h paramedic incentive per employee who transitions to FF/Paramedic

CONCURRENCES: Chip Rose, Director, Human Resources

Michelle Gordon, County Administrator

ALTERNATIVES: Continue FF/Paramedic upgrade approvals at the BOCC Level



Agenda Report Form

Open Session Item

SUBJECT: Clinical Services/Quality Assurance Officer Reclassification

PRESENTATION DATE: December 9, 2025

PRESENTATION BY: R. David Hays, Director of Emergency Services

Chip Rose, Director, Human Resources

RECOMMENDED MOTION: Staff is seeking motion to approve moving forward with re-classification of one (1) FF/ALS Supervisors (Captains), who also serves as the DES Quality Assurance Officer to the position of Clinical Services/Quality Assurance Officer.

REPORT-IN-BRIEF: To approve moving forward with re-classification of one (1) FF/ALS Supervisors (Captains), who also serves as the DES Quality Assurance Officer to the position of Clinical Services/Quality Assurance Officer.

DISCUSSION: Motion to approve moving forward with re-classification of one (1) FF/ALS Supervisors (Captains), who also serves as the DES Quality Assurance Officer to the position of Clinical Services/Quality Assurance Officer.

FISCAL IMPACT: None

CONCURRENCES: Chip Rose, Director, Human Resources

Michelle Gordon, County Administrator

R. David Hays, Director of Emergency Services

ALTERNATIVES: Leave the position as currently structured

ATTACHMENTS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Program Manager for long-term Environmental (Water) Projects

PRESENTATION DATE: December 9, 2025

PRESENTATION BY: Chip Rose, Director, Human Resources

RECOMMENDED MOTION: Staff is seeking a motion to approve adding a Program Manager for longer term environmental projects. This position would be a Grade 18 with a title like Deputy Director of Environmental Programs.

REPORT-IN-BRIEF: To approve the hiring of a Program Manager for longer term environmental projects. This position would be a Grade 18 with a title like Deputy Director of Environmental Programs.

DISCUSSION: To approve the hiring of a Program Manager for longer term environmental projects. This position would be a Grade 18 with a title like Deputy Director of Environmental Programs.

FISCAL IMPACT: N/A

CONCURRENCES: Michelle Gordon, County Administrator

ALTERNATIVES: N/A

ATTACHMENTS: Job Description (Draft) for Deputy Director of Environmental Programs



JOB TITLE: Deputy Director of Env. Programs

GRADE: 18

DEPARTMENT: Water Quality and Solid Waste

FLSA STATUS: Exempt

REPORTS TO: Director of Environmental Management

GENERAL RESPONSIBILITIES:

With general direction from the Director of Environmental Management this position serves as the program / project manager for Washington County's long-term water, stormwater, and wastewater strategies. This position will offer subject matter expertise on long-term programs, projects, and initiatives for Washington County. This position will perform complex and detailed analyses and projections of environmental programs, regulations, legislation, policies, and liabilities for Washington County and our neighboring counties. Will be trusted to ensure any programs or initiatives remain in compliance with Federal, State, and local environmental regulations.

May be called upon to provide technical input on environmental initiatives and/or alternatives for the presentation and review by County leaders, Commissioners, Committees and the general public.

ESSENTIAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Program manager for environmental projects and initiatives.
- Manages water and wastewater strategic projects. (Manages community water and wastewater projects; coordinates completion of work products from varied departments and entities.)
- Provides technical support for environmental programs. (Provides technical support, research, and reporting on the County's assessment and implementation of projects involving the Potomac river (conducts research, makes recommendations; and coordinates

efforts with other jurisdictions.)

- Research and reports on environmental legislation. (Reviews and evaluates environmental and energy related legislation; reports status of legislation throughout the General Assembly session; and completes written analysis and detailed reports.)
- May perform other essential job functions specific to the position and department assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the theory and practices of environmental management and public works administration.
- A working knowledge of wastewater treatment and waterworks facilities.
- Considerable knowledge of environmental regulations/strategies including nutrient trading/management, long-term allocation of nutrient loading, and tributary strategy initiatives.
- Excellent working knowledge of the principles and practices of public administration, including budgeting and fiscal management.
- Ability to effectively coordinate the activities of administrators and support staff members.
- Excellent communications skills.
- Ability to plan, maintain and manage efficient water/wastewater operations as well as solid waste and recycling operations to meet or exceed all local, state and federal programs.
- Ability to develop and maintain excellent working relationships with government officials, co-workers, contractors, media representatives and the general public.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in engineering, Business administration/environmental science or equivalent training and experience, with major course work in both. Master's degree in engineering, business or public administration is preferred but not required.
- Five years' experience in project management of major public utilities with progressively increasing responsibilities in a public water and wastewater agency/solid waste and recycling facility.
- A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling in observing field activity in all areas.