



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

January 7, 2020

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

A moment of silence was observed, followed by the Pledge of Allegiance to the Flag by the full assemblage.

CALL TO ORDER

President Jeffrey A. Cline called the regular meeting of the Board of County Commissioners of Washington County, Maryland, to order at 12:01 p.m. at 100 West Washington Street, Room 1113, Hagerstown, Maryland, with the following members present: Vice President Terry L. Baker and Commissioners Wayne K. Keefer, Cort F. Meinelschmidt, and Randall E. Wagner.

APPROVAL OF MINUTES

Commissioner Meinelschmidt, seconded by Commissioner Wagner, moved to approve the minutes of December 17, 2019 and November 12, 2019. The motion passed unanimously.

CONVENE IN CLOSED SESSION

Commissioner Meinelschmidt, seconded by Commissioner Wagner, moved to convene in closed session at 12:03 p.m. 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; to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; to consult with counsel to obtain legal advice on a legal matter; to consult with staff, consultants, or other individuals about pending or potential litigation; and to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter, in accordance with Sections 3-305(b) (1), (4), (7), (8), and (13) of the General Provisions Article of the Annotated Code of Maryland. The motion passed unanimously.

In closed session, the Commissioners discussed the potential appointment of specific individuals to a local services board over which the Commissioners have appointing authority; discussed ; discussed specific employment recommendations with staff as well as appointment, assignment, promotion, compensation of specific employees; discussed and received legal advice/information on certain matters, including potential litigation; and discussed a matter involving a proposal under which a specific business or organization may locate or remain in the State.

Present during closed session were Commissioners Jeffrey A. Cline, Terry L. Baker, Wayne K. Keefer, Cort F. Meinelschmidt, and Randall E. Wagner. Also present were Kirk C. Downey, County Attorney/Interim County Administrator; Krista L. Hart, County Clerk; Kendall Desaulniers, Deputy County Attorney; Andrew Bright, Assistant County Attorney and at various times; Rachel Brown, Director, Human Resources; Sara Greaves, CFO; Jeremy Mose, Director, Environmental Management; David Mason, Deputy Director, Solid Waste; Susan Small, Director, Business Development; Todd Moser, Real Property Administrator; Scott Hobbs, Director, Engineering; Rich Eichelberger, Director, Construction; Mike Smith, Deputy Director, Collections and Maintenance; David Brooks, Park Facility Supervisor; Danny Hixon, Operations Supervisor, Parks and Facilities; Andrew Eshleman, Director, Public Works; Barbara Martin; and Kevin Karpinski, Esquire.

RECONVENE IN OPEN SESSION

Commissioner Meinelschmidt, seconded by Commissioner Keefer, moved to reconvene in open session at 1:32 p.m. The motion passed unanimously.

Commissioner Baker returned to the meeting at 1:32 p.m.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioners provided a brief insight into events attended and support provided throughout Washington County community and wished all citizens and the community a Happy New Year.

Vice-President Baker asked the CFO to provide an overview on the balance and activity in the Fort Ritchie fund.

Commissioner Keefer shared that he will be reviewing his goals for the 2020 year; adding that he would like to see the time spent in closed session reduced.

Commissioner Wagner agreed with Commissioner Keefer but shared that direct personnel matters need to remain confidential; Commissioner Keefer concurred.

President Cline shared his appreciation for those involved in the success of the Donut Drop.

REPORTS FROM COUNTY STAFF

Appointment / Reappointment to Boards and Commissions; Krista Hart, County Clerk

Washington County Commission for Women

Commissioner Wagner, seconded by Commissioner Meinelschmidt, moved to appoint Amy Miller to serve a first, three-year term from December 1, 2019 through November 30, 2022; Jillian Potter and Chatsoni Brookes each to serve partial two-year term from December 1, 2019 through November 30, 2021; Shelita Jackson and Kelsi Munson each to serve a partial one-year term from December 1, 2019 through November 30, 2020. Additionally, to reach a consensus to accept the recommendation to reappoint the following At-Large members: Karen Gist to serve a second, three-year term from October 1, 2019 (retroactively) through September 30, 2022; Barbara Martin to serve a second, three-year term from October 1, 2019 (retroactively) through September 30, 2022; Jessica Scott to serve a second, three-year term from November 1, 2019 (retroactively) through October 31, 2022; and Michele Sines to serve a second, three-year term from December 1, 2019 through November 30, 2022. this is NOT a paid board. The motion passed unanimously.

Department of Business Development

Leslie Hart shared that Groundhog Day event will be held at the Agricultural Education Center, 7313 Sharpsburg Pike, Hagerstown, on January 31 at 5pm-9pm, which will showcase local vendors.

CITIZENS' PARTICIPATION

None

REVISED DEMOLITION PERMIT REVIEW POLICY

Jill Baker, Director, Planning and Zoning, recommended approval of the revised Demolition Permit Review Policy and/or with additional revisions resulting from discussion, as supported by the Historic District Commission (HDC). Ms. Baker explained that the proposed policy revisions are recommended by the HDC to create opportunity to discover and employ alternatives which would allow retention and rehabilitation of structures of importance to Washington County's cultural heritage. The proposed changes include a mandatory 90-day wait period as a result of an unfavorable disposition from the HDC and/or the Planning Commission; and, a \$1,000 fine for any prematurely/illegally demolishing of a historic structure, to include a wait of one year for submission of any new permit on said property.

Commissioner Keefer, seconded by Commissioner Baker, moved to approve the changes to the Demolition Permit Review Policy as presented. Upon additional discussion, Commissioner Keefer withdrew his motion pending review by the Planning Commission.

SOLID WASTE CREDIT CARD FEE

Sara Greaves, CFO, and Dave Mason, Deputy Director, Solid Waste, requested approval of a 2.5% convenience fee for credit card payments at the Washington County Landfill (Landfill). Ms. Greaves explained that in order to allow credit card payments for services such as Permits and Scale Fees, a fee is charged by the credit card company. Since the Landfill is an enterprise fund, Ms. Greaves recommended that those fees be passed through to the customer at a standard rate of 2.5%.

Commissioner Wagner, seconded by Commissioner Meinelschmidt, moved to approve the Credit Card Usage Fee of 2.5% for services at the Landfill, as presented. The motion passed unanimously.

Commissioners have requested a report on overdraft fees on any payments with checks for the past two (2) years.

PROPERTY ACQUISITION FOR WIDENING OF EASTERN BOULEVARD PROJECT

Todd Moser, Real Property Administrator, requested approval for partial and full property acquisition including fee simple and/or easements as related to the Eastern Boulevard Widening project, authorization of an ordinance approving said purchase, and to authorize the execution of the necessary documentation to finalize the acquisition. Mr. Moser explained that option agreements have been negotiated for two (2) properties at a total amount of \$57,000. The properties are described as Eastern Boulevard, Tax Map 0038, Parcel 898, and Eastern Boulevard Tax Map 0038, Parcel 859.

Commissioner Meinelschmidt, seconded by Commissioner Keefer, moved to approve the option agreements for easement and fee simple acquisitions as related to the Eastern Blvd widening project and to adopt the proposed ordinance approving the purchase and to authorize the execution of the necessary documentation to finalize the acquisitions. The motion passed unanimously.

Commissioner Keefer has asked for a project update for Eastern Boulevard on property acquisitions. Mr. Moser provided a total of \$341,353 on acquisitions.

(Ordinance Nos. ORD2020-01 and ORD2020-02 are recorded among the Acts, Ordinances, and Resolutions of Washington County and the originals are located in the County Commissioners' Office.)

DECLARATION OF SURPLUS PROPERTY: THE GREENS AT HAMILTON RUN

Mr. Moser requested the adoption of an ordinance declaring the property consisting of 11.667 acres of land to the west of Pangborn School and on the south side of Westwood Street, approximately 985 Southward from the Hagerstown-Smithsburg Highway, or Jefferson Boulevard, Election District No. 22, as surplus property and to approve the conveyance of same to the City of Hagerstown for use at The Greens at Hamilton Run Golf Course, and to authorize the execution of the necessary documentation to finalize the conveyance.

Mr. Moser stated that the Board of Education has previously conveyed 11.667 acres to Washington County and according to the Interagency Committee on School Construction, the approval is for use as a golf course; if the land ceases to be used as a golf course, the land would revert to the Board of Education.

Commissioner Baker, seconded by Commissioner Meinelschmidt, moved to adopt an ordinance declaring the property as surplus and to convey the same and authorize the execution of the necessary documentation to finalize the conveyance. The motion passed unanimously.

(Ordinance No. ORD2020-03 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is in the County Commissioners' Office.)

MOTOROLA TELEPHONE SUPPORT CONTRACT FOR THE EMERGENCY COMMUNICATIONS CENTER

Tom Brown, Assistant Director, and Brian Albert, Operations Manager, Division of Emergency Services, presented information regarding the Motorola Solutions Telephone Support Contract for the Emergency Communications Center and recommended approval of said contract extension. Mr. Brown stated that on October 8th, the Board approved an extension of the support contract for VESTA Communications telephone equipment in the amount of \$161,925.89. Following that approval, on October 29th, staff informed the Board that the cost of the extension had increased to \$192,112.14 and that the entire cost would be funded through the Emergency Numbers System Board.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the Motorola Telephone Support Contract extension in the amount of \$192,112.14, as presented. The motion passed unanimously.

ADJOURNMENT

Commissioner Wagner, seconded by Commissioner Meinelschmidt, moved to adjourn at 2:18 p.m. The motion passed unanimously.



Krista L. Hart, *County Clerk*