



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

January 9, 2024

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 John F. Barr called the regular meeting of the Board of County Commissioners of Washington County, Maryland, to order at 9:01 a.m. with the following members present: Vice President Jeffrey A. Cline, Commissioner Randall E. Wagner, Commissioner Derek Harvey and Commissioner Wayne K. Keefer.

APPROVAL OF MINUTES

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the minutes of December 12, 2023. The motion passed unanimously.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Wagner welcomed everyone and thanked staff who worked over the holiday season.

Commissioner Keefer thanked staff who worked over the holidays and during the snow event. He shared his concerns with the Federal Deposit Insurance Corporation's, year 2023 summary of decreased bank deposits in Washington County.

Commissioner Harvey thanked staff and is looking forward to the upcoming year. He attended meetings with the Board and Commissions and looks forward to the John Frey Awards in May. He also attended a productive session with the Elder and looks forward to working with them.

Commissioner Cline thanked staff. He attended the Donut Drop in Hagerstown and thanked Krumpé's for the tradition. Commissioner Cline participated during training with the first responder class and learned the importance of the thermal imaging device and the equipment necessary for safety. He attended the Funkstown Volunteer Fire Company's installation of officers thanking the volunteers for protecting the community.

Commissioner Barr welcomed everyone back after the holidays thanking staff who worked over the holidays. He thanked the city for participating in the Salvation Army Bell Ringing fundraiser and all who volunteered for the event, challenging the municipalities to get involved in the event next year. Commissioner Barr commented on the upcoming legislative ninety-day session in Annapolis.

Commissioner Cline requested a consensus for a letter to be sent to the Delegation for reinforcement of the legislative items that the County supports.

Commissioner consensus was received for a letter of support of the County's legislative items to be sent to the Delegation.

STAFF COMMENTS

Chip Rose, Director of Human Resources presented the recommendation to approve the hire of Rosalinda Pascual as an Assistant County Attorney, at a grade 17 step 5 \$87,464.00/annually, with an effective date of January 10, 2024.

Commissioner Wagner, seconded by Commissioner Cline moved to approve the hire of Rosalinda Pascual as presented by staff. The motion passed 4-0, Commissioner Keefer was a "Nay" vote.

Commissioner Keefer commented that he does not support the need for the additional staff however he recognized the outstanding credentials of the new hires.

Commissioner Harvey and Commissioner Wagner commented on their support for the additional staff.

Chip Rose, Director of Human Resources presented the recommendation to approve the hire of Aaron Weiss as an Assistant County Attorney, at a grade 17 step 5 \$87,464.00/annually, the effective date is yet to be determined.

Commissioner Wagner, seconded by Commissioner Cline moved to approve the hire of Aaron Weiss as presented by staff. The motion passed 4-0, Commissioner Keefer was a "Nay" vote.

Commissioner Keefer commented on the prior addition of the attorney to the Sheriff's department.

Danielle Weaver, Director Marketing and Public Relations presented the request to approve the Flying Boxcars Stadium advertisement. She provided a slide presentation of the advertisement. She commented most advertisements in the stadiums are seen from a distance and need to be simple.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve advertisement as presented by staff. The motion passed unanimously.

Greg Cartrette, Director/Code Official, Permits and Inspections, recognized Dave Kerns as receiving the Inspector of the Year Award from the entire State of Maryland. President Barr presented a Certificate of Recognition to Mr. Kerns on behalf of the County Commissioners.

Michelle Gordon, County Administrator attended several departmental luncheons over the holidays. She also attended the Maryland Theater Christmas Sing Along concert. Ms. Gordon attended several Boards and Committees meetings over the last few weeks. She recognized public safety for their efforts during the first winter storm of the season and commented on her ride-along with highways worker Tanner Renner, as he plowed snow in the South County section. Many residents, including Ms. Gordon, have received their triannual tax reassessment notice from the Maryland State Department of Assessments and Taxation. Her reassessment notice shows a 45% increase in the market value, she reminded residents the assessment be phased in over a three-year period. She provided a breakdown of the property assessment and discussed property tax credits and requirements and residents can contact the tax assessments office at 301-791-3050. The County will host a ribbon cutting ceremony later today for the opening of the Professional Boulevard, the project involved the construction of the bridge over Antietam Creek and will reduce emergency service response time to the hospital and assist with traffic in the area. We will not meet on January 23, 2024, due to a Day in Annapolis legislative meetings. The next meeting Board of County Commissioners meeting will be January 30, 2024, and there will be an evening meeting in Maugansville that date.

Commissioner Wagner clarified the tax assessments are done by the state and the residents should call the tax assessments office for appeals or to discuss tax credits.

CITIZEN PARTICIPATION

Kathy Stumpf of Hancock discussed the protection of Sideling Hill Mountain, the view shed and private property in Washington County. She discussed a newspaper article regarding eminent domain providing a copy to the Commissioners and requested their protection against encroaching activity.

Stephanie Phillips, Summit Avenue, Hagerstown came to show her support thanking the Commissioners for inviting the City to join the meeting.

JOINT MEETING WITH THE MAYOR AND COUNCIL OF THE CITY OF HAGERSTOWN

Michelle Gordon, County Administrator welcomed the City of Hagerstown. Attending on behalf of the City of Hagerstown were Tekesha Martinez, Mayor; Kristin B. Aleshire, Councilmember; Tiara Burnett, Councilmember; Shelley McIntire, Councilmember; Matthew Schindler, Councilmember; Peter Perini, Sr., Councilmember; Scott Nicewarner, City Administrator; Nancy Hausrath, Utilities Director; John DiBacco, Fire Chief; Adam Hopkins, Deputy Chief; and Paul Kifer, Chief of Police. Informational presentations were made by the City of Hagerstown, the Board of County Commissioners and Washington County Staff for collaborative discussion regarding various topics to include; a list of projects that would not have been possible without the collaboration of both the County Government and the City of Hagerstown, the R.C. Wilson Water Treatment Plant capacity, water storage, future expectations and projected costs for projects and upgrades to the water infrastructure, fire and ambulance services and the recommendation for the development of a governance board, future of the narcotics task force, statistics were provided regarding fire calls, emergency services calls, police calls and the number of funded police officers. The meeting ended with the agreement to establish two work groups for both the water issues and emergency services. There was also discussion to hold joint quarterly meetings with the next meeting projected for April.

RECESS

ANNUAL PRESENTATION BY HAGERSTOWN COMMUNITY COLLEGE PRESIDENT AND BOARD OF TRUSTEES TO THE WASHINGTON COUNTY COMMISSIONERS AND STAFF

Dr. James, Klauber, President, Hagerstown Community College and the HCC Board of Trustees briefed the Commissioners and staff on the changes at the Hagerstown Community College over the year, and provided a budget and tuition forecast. The state has funded the full formula. He discussed the advanced technology center renovation project with the total estimated cost of fourteen million dollars. The County has committed four million dollars over a period through FY 2030, they expect the project be completed in 2026, and requested the County complete the payments in FY 2026. Dr. Klauber discussed the challenges of mental health and Maryland Legislature requirement for a space for space for free exercise of religion. They have created a packet which needs approval of the Legislature that will create a center for people which combines the needs of mental health and the religious worship center. Dr. Klauber is asking the county to provide a two-million-dollar local match for the worship center. The total project cost would be twelve million dollars. He also discussed credits for students.

POLICE ACCOUNTABILITY BOARD ANNUAL REPORT

Reverend Steve McCarty, Chair, Police Accountability Board presented the annual report of the Police Accountability Board to the Board of County Commissioners. He shared the processes of the Police Accountability Board, training of the members, issues concerning complaints and professionalism of the police officers, number of complaints and misunderstanding of the police services.

APPROVAL OF ZONING MAP AMENDMENT RZ-23-007

Kirk C. Downey, County Attorney requested approval of the request to rezone the applicants' property from Agricultural, Rural A(R) to Agricultural, Rural A(R) with the Historic Preservation (HP) Overlay. The applicants, Jeffrey Unsworth and Laura J. Lane-Unsworth, seek a map amendment for a property located at 13215 Smithsburg Pike. The property is currently zoned Agricultural, Rural A(R). The applicants seek to apply the Historic Preservation (HP) Overlay on a +/-2.46-acre portion of the total +/- 25.52-acre parcel.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the map amendment for the property located at 13215 Smithsburg Pike as recommended by staff. The motion passed unanimously.

Ordinance No. ORD-2024-01 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the originals are in the County Commissioners' Office

UPDATE TO COUNTY POLICY – UTILITY CONSTRUCTION WITHIN COUNTY PUBLIC RIGHT-OF-WAY

Scott Hobbs, Director, Engineering; Greg Cartrette, Director/Code Official, Permits and Inspections, presented the recommendation to approve by resolution to amend the DPW-2 Policy (formerly known as S-4) for Utility Construction within County Public Right-of-Way to address current technology and installation methods. The last amendment to the policy was July 2011.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve amending the DPW-2 Policy as presented. The motion passed unanimously.

2024 SENATOR AMOSS FUNDING DISTRIBUTION

R. David Hays, Director, Emergency Services requested approval to accept the recommendations of the Director of Emergency Services, authorizing the Division of Emergency Services to make notification of the grant award from the FY 2024 Senator William H. Amoss Fire, Rescue, and Ambulance Fund subsidy as outlined in the attached document. The total fiscal year 2024 funding received by the County is \$336,233.00. The State of Maryland distributes an annual payment to each County for support of local fire and rescue operations. The County in turn makes notification of the funding to the eligible volunteer fire and rescue corporations. Financial accountability and reporting are handled within the Division of Emergency Services and the Department of Budget and Finance; with the County filing a financial report with the State on an annual basis. It requires and expenditure and then there is a reimbursement check.

Commissioner discussion regarding previous year allotments and triggers at the state level funding.

Commissioner Cline, seconded by Commissioner Wagner, moved to authorize the Division of Emergency Services to make notification of the grant award from the FY 2024 Senator William H. Amoss Fire, Rescue, and Ambulance Fund subsidy as presented. The motion passed unanimously.

INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-23-0138) – FIRE HOSES AND ACCESSORIES FOR DIVISION OF EMERGENCY SERVICES

Rick F. Curry, Director, Purchasing; Eric Jacobs, Operations Manager, Division of Emergency Services requested approval to authorize by Resolution, the approval for the procurement of fire hoses and accessories for the Division of Emergency Services from Witmer Public Safety Group, Inc., of Coatesville, PA at the contracted unit prices based on the contract awarded by Montgomery County,

MD contract (solicitation #1114636); for the total sum in the amount of \$ 92,392.32. Funds are available in the Division of Emergency Services capital budget, in the amount of \$116,010.00 for this purchase.

Commissioner Wagner, seconded by Commissioner Cline, moved to authorize by Resolution, the approval for the procurement of fire hoses and accessories from Witmer Public Safety Group, Inc., in the amount of \$ 92,392.32 as presented. The motion passed unanimously.

Resolution No. RS-2024-01 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the originals are in the County Commissioners' Office.

INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-23-0136) FIVE (5) FISHER STAINLESS EXTREME V 8.5 FT TRUCK PLOWS FOR THE HIGHWAY DEPARTMENT

Brandi Naugle, Buyer, Purchasing; Zane Rowe, Deputy Director, Highway Department requested approval to authorize by Resolution, the Highway Department to purchase five (5) Fisher Stainless Extreme V 8.5 ft. truck plows from Rippeon Equipment Co. of Frederick, MD., for a total cost of \$53,204.50 and to utilize another jurisdiction's contract (#062222-DDY) that was awarded by Sourcewell to Fisher Engineering. Funds in the amount of \$301,708.06 are budgeted in the Highway Department's Capital Improvement Plan (CIP) account EQP042.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve to purchase five (5) Fisher Stainless Extreme V 8.5 ft. truck plows from Rippeon Equipment Co. in the amount of \$53,204.50 as presented. The motion passed unanimously.

Resolution No. RS-2024-02 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the originals are in the County Commissioners' Office.

INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-23-0135) – MICROSOFT OFFICE 365 LICENSING

Brandi Naugle, Buyer, Purchasing; Josh O'Neal, Chief Technical Officer, Information Technology requested approval to authorize by Resolution, the approval for the procurement of a licensing Agreement for the total sum of \$982,124.46 over a three (3) year period from Software House International (SHI) of Somerset, NJ.; based on the pricing structure awarded by the State of Maryland contract #2018011-02. Funds in the amount of \$1,236,978.52 are available in 515180-10-11000 for this expenditure.

Commissioner Harvey seconded by Commissioner Wagner, moved to authorize by Resolution, the approval for the procurement of a licensing Agreement from Software House International in the amount of \$982,124.46 as presented. The motion passed unanimously.

Resolution No. RS-2024-03 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the originals are in the County Commissioners' Office.

SOLE SOURCE PROCUREMENT (PUR-1656) ESRI CLOUD MODEL OF GEOGRAPHIC INFORMATION SOFTWARE ENTERPRISE LICENSE AGREEMENT

Brandi Naugle, Buyer, Purchasing; Josh O'Neal, Chief Technical Officer, Information Technology requested approval to authorize a Sole Source procurement of a Esri Enterprise License Agreement for use by the Washington County Department of Information Technologies for a total sum for year two of \$74,000.00 from Environmental Systems Research Institute, Inc. of Redlands, CA. ESRI is the software that drives all GIS-related operations for all County departments. It provides mapping and

planning data essential to many aspects of Public Works and serves citizen and interagency requests and collaboration efforts around GIS data. Funds in the amount of \$1,236,978.52 are available in 515180-10-11000 for this expenditure.

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve the Sole Source procurement of a Esri Enterprise License Agreement from Environmental Systems Research Institute, Inc., in the amount of \$74,000.00 as presented. The motion passed unanimously.

CLOSED SESSION

Commissioner Wagner, seconded by Commissioner Cline, moved to convene in closed at 11:44 a.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 and To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.

In closed session, the Commissioners discussed the creation of a Circuit Court position, appointments to the boards and commissions, position recommendations, a personnel matters and a business proposal.

Present during closed session were Commissioners John F. Barr, Jeffrey A. Cline, Randall E. Wagner, Derek Harvey and Wayne K. Keefer. Also present was Dawn Marcus, County Clerk; Kirk C. Downey, County Attorney; Michelle Gordon, County Administrator; Also present at various times were; Kristen Grossnickle, Circuit Court Administrator; Brett R. Wilson, Administrative Judge; Rachel Souders, Director, Grant Management; Chip Rose, Director, Human Resources; R. David Hays, Director, Emergency Services; Mark Bradshaw, Director, Environmental Management; Davina Yutzy, Deputy Director of Operations, Environmental Management; Jonathan Horowitz, Director, Business and Economic Development.

RECONVENE IN OPEN SESSION

Commissioner Cline, seconded by Commissioner Wagner, moved to reconvene in open session at 1:06 p.m. The motion passed unanimously.

SECOND STAFF COMMENTS

Chip Rose, Director of Human Resources presented the recommendation to approve the hire of Paul Vireden as the EMS Field Captain Ops, Emergency Services, at a Grade 6, Step 4, Hourly Rate \$28.71, effective January 21, 2024.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the hire of Paul Vireden as presented. The motion passed unanimously.

Chip Rose, Director of Human Resources requested approval to advertise for the Director, Department of Emergency Services, Grade 17 due to the retirement of the current Director.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the request to advertise for the Director, Department of Emergency Services as presented. The motion passed unanimously.

Chip Rose, Director of Human Resources presented the recommendation to approve the request to advertise for the new role of Judicial Assistant at a Grade 11, reporting to the Circuit Court Administrator.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve to advertise for the new role of the Judicial Assistant position as presented. The motion passed unanimously.

Dawn Marcus, County Clerk, presented the recommendation, on behalf of the Gaming Commission to approve the appointment of Selena Wilkes to serve a first, full two-year term from February 1, 2024, through January 31, 2026.


Commissioner Wagner, seconded by Commissioner Cline, moved to approve the appointment of Selena Wilkes as presented. The motion passed unanimously.

Dawn Marcus, County Clerk, presented the recommendation, on behalf of the Housing Authority of Washington County to approve the appointments of Bryan Barnes to serve a first, full five-year term from January 1, 2024, through December 31, 2029.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the appointment of Bryan Barnes as presented. The motion passed unanimously.

ADJOURNMENT

Commissioner Wagner, seconded by Commissioner Cline, moved to adjourn at 1:09 p.m. The motion passed unanimously.



Dawn L. Marcus, *County Clerk*

