



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

March 5, 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 9:31 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 February 27, 2024. The motion passed unanimously.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Wagner attended the State of the City, the Home Show and the Grand Opening of Belles and Beaus in Williamsport. Commissioner Wagner recognized Chris Detrow for organizing the Home Show event. He recognized the Purchasing Department for purchasing month.

Commissioner Keefer did not have any comments for today.

Commissioner Harvey attended the Home Show and congratulated the Home Builders Association. He commented on the evening meeting in Funkstown. Commissioner Harvey congratulated the winners for the Annual Business Awards and thanked the Chamber of Commerce for hosting the event.

Commissioner Cline attended the Funkstown evening meeting and commented on the town's repayment of the loan. He attended the Annual Business Awards event and the Home Show. Commissioner Cline attended the Ruritans 70th Anniversary and noted his father was an original charter member. He visited the Smithsburg and Williamsport EMS Station and thanked all who were involved with the transition to County employees. Commissioner Cline attended the Hagerstown Crucible, Hagerstown City Fire Department training. He attended Belles and Beaus grand opening in Williamsport.

Commissioner Barr attended the Annual Business Awards and congratulated the winners and applicants. He attended the Annual Donors Society Reception at the Barbara Ingram School for the Arts. Commissioner Barr attended the 50th Wedding Anniversary of Pastor Richard Daughtridge and his wife Robin at the Warehouse Cinemas. He attended the Home Show and commented on the collaboration and enthusiasm of the many businesses and thanked Chris Detrow for organizing the event. Commissioner Barr shared upcoming events.

STAFF COMMENTS

Jonathan Horowitz, Director, Business and Economic Development shared a slide presentation for the Small Business Impact Grant which shared testimonials of the recipients and commented on funding amounts given to the business community in excess of twenty-three million dollars.

Rick Curry, Director, Purchasing; and Teresa Morningstar, Board of Elections presented a request to award the Quotation for the Video Surveillance System to Sercuritas Technology Corporation, for 7 video cameras at the elections sites. Ms. Morningstar shared information on the need for the cameras.

Commissioner Wagner, seconded by Commissioner Cline moved to award the Quotation for the Video Surveillance System to Sercuritas Technology Corporation as presented by staff. The motion passed unanimously.

Michelle Gordon, County Administrator attended the MACo Legislative Meetings, she traveled to Annapolis on Friday to testify regarding a County Legislative item and thanked our local Delegation. She attended the Chamber's Annual Business Awards and congratulated the award winners. Ms. Gordon attended the Maryland Theater Board meeting and the Home Builders Show and thanked County staff for maintaining the County booth. She commented on the transfer of Smithsburg and Williamsport EMS to county employment welcoming the new employees. Ms. Gordon attended the State of the City. She shared upcoming events and the next meeting date is March 12, 2024.

Michelle Gordon, County Administrator presented a request for three letters of support: The town of Sharpsburg requested a letter of support for their application to the Maryland Heritage Area Authority to partially fund the restoration and preservation of the historic town's Big Spring.

The Commissioners reached a consensus (5-0) in support of the letter.

Meritus Health requested a letter of support for congressional directed funding for Meritus Osteopathic School student housing.

The Commissioners reached a consensus (5-0) in support of the letter.

Meritus Health requested a letter of support for congressional directed funding for the Healthcare Expansion in Hancock.

The Commissioners reached a consensus (5-0) in support of the letter. Commissioner Keefer commented he received a request to write an individual letter of support as well.

CITIZEN PARTICIPATION

Judy Engbert, Hagerstown shared comments in support of budget funding for the Senior Center.

Chris Detrow, Williamsport thanked the Commissioners for attending the Home Show and invited them to the Home Builder Association meetings. Her daughter was crowned the first deaf Miss Washington County, and she will be attending Miss Maryland pageant in June.

Carol Mowen, WCTA, Hagerstown shared comments and statistics in support of Board of Education budget funding.

Randy Mills, Hagerstown shared comments in support of budget funding for the Commission on Aging and the Senior Center.

Commissioner clarification that funding was not cut for the Commission on Aging. The funding was increased by 10% for the Commission on Aging. The funding that was reduced was through the Community Funding Organization for the Senior Center.

PROCLAMATION FOR PURCHASING MONTH

Rick Curry, Director shared they will have a celebration at the end of the month. Board of County Commissioners of Washington County presented a proclamation for purchasing month to the Washington County Purchasing Department.

BID AWARD (PUR-1661) GRINDER PUMPS FOR DEPARTMENT OF WATER QUALITY (DWQ)

Rick Curry, Director, Purchasing; Joe Moss, Deputy Director of Engineering, Environmental Management presented the request to Move to award the procurement of seventy-one (71) Liberty grinder pumps and two (2) Liberty control panels to the responsive, responsible bidder, Aqua Flow & Supply of Hagerstown, MD for a total cost as follows:

<u>Model</u>	<u>Unit Price</u>	<u>Qty</u>	<u>Extended Price</u>
LSG202-RE E/One Pump	\$2,386.84	6	\$14,321.04
LSG202M Omnivore Grinder	\$1,320.53	60	\$79,231.80
FL102M-2 Effluent Pump	\$753.15	5	\$3,765.80
AE24H=3 Duplex Panel	\$799.47	2	\$1,598.94
SXH24=3Simplex Control Panel	\$497.25	50	\$24,862.50
			\$123,780.08 Total

Commissioner Wagner, seconded by Commissioner Keefer, moved to award the procurement of seventy-one (71) Liberty grinder pumps and two (2) Liberty control panels as presented by staff. The motion passed unanimously.

SOLE SOURCE PROCUREMENT (PUR-1674) MAINTENANCE AGREEMENT FOR STRYKER POWERLOAD STRETCHERS

Rick Curry, Director, Purchasing; R. David Hays, Director, Emergency Services presented the request to authorize a Sole Source procurement of a Maintenance Agreement for the Division of Emergency Services for Stryker Power Load Stretchers in the amount of \$212,821.74 (maintenance agreement over three (3) period) from Stryker Sales Corporation (formally Physio Control, Inc.) of Chicago, IL.

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>(Three-year Total)</u>
\$70,940.58	\$70,940.58	\$70,940.58	\$212,821.74

Commissioner Wagner by Commissioner Keefer, moved to authorize a Sole Source procurement of a Maintenance Agreement for the Division of Emergency Services for Stryker Power Load Stretchers from Stryker Sales Corporation as presented by staff. The motion passed unanimously.

SOLE SOURCE PROCUREMENT (PUR-1673) – MAINTENANCE AGREEMENT FOR LIFEPAK MONITORS/DEFIBRILLATOR DEVICES, AUTOMATED EXTERNAL DEFIBRILLATORS (AED), AND LUCAS CPR DEVICES

Rick Curry, Director, Purchasing; R. David Hays, Director, Emergency Services presented the request to authorize a Sole Source procurement for the preventive maintenance, inspection, repair, parts, labor, and travel with battery coverage for the Division of Emergency Service’s LifePak Monitors/Defibrillator Devices, AEDs, and Lucas CPR devices in the amount of \$293,022.90 (maintenance agreement over three (3) year period) from Stryker Medical (formally Physio Control, Inc.) of Chicago, IL.

<u>Year 1 Maintenance Cost</u>	<u>Year 2 Maintenance Cost</u>	<u>Year 3 Maintenance Cost</u>	<u>Three (3) Year Total</u>
\$97,674.30	\$97,674.30	\$97,674.30	\$293,022.90

Commissioner Wagner, seconded by Commissioner Cline, moved to award authorize a Sole Source procurement for the preventive maintenance, inspection, repair, parts, labor, and travel with battery coverage for the Division of Emergency Service's LifePak Monitors/Defibrillator Devices, AEDs, and Lucas CPR devices from Stryker Medical as presented by staff. The motion passed unanimously.

INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-23-0137) ONE (1) KOHLER 400 KW DIESEL GENERATOR AND INSTALLATION

Brandi Naugle, Buyer, Purchasing; Terry Hill, Senior Systems Mechanic – Detention/Patrol Divisions, Washington County Sheriff's Department presented the request Move to authorize by Resolution, for the Washington County Detention Center to purchase and have installed one (1) Kohler 400KW diesel generator set from Fidelity Power Systems of Sparks, MD in the amount of \$187,841.69 and to utilize another jurisdiction's contract that was awarded by Sourcewell contract (#092222-KOH) to Kohler Power Systems of Sheboygan, Wisconsin.

Commissioner Wagner, seconded by Commissioner Cline, moved to award authorize by Resolution, for the Washington County Detention Center to purchase and have installed one (1) Kohler 400KW diesel generator set from Fidelity Power Systems as presented by staff. The motion passed unanimously.

FY25 COMMUNITY ORGANIZATION FUNDING RECOMMENDATIONS

Rachel Souders, Director, Grant Management presented In December, the Committee received 41 funding applications from 39 separate organizations. The total amount of funding requested was \$1,877,281.63. The amount of funds available is \$1,200,000. Each member of the Committee independently reviewed and scored the applications over a period of approximately six weeks. The Committee then met as a group and deliberated funding allocations for each application received. The recommendations presented today were made in accordance with parameters established by the Board.

Commissioner Barr thanked the Committee for their hard work and time invested.

Commissioner comment regarding additional funding provided, Capital Funding request and the projects being supported, recurring expenses.

Michelle Gordon, County Administrator requested additional information regarding Capital Funding to be shared with the BOCC.

FY25 PERSONNEL REQUESTS

Chip Rose, Director, Human Resources presented an update on personnel requests and other personnel adjustments are submitted through the budget process. These requests are reviewed by the Director of Human Resources, Chief Financial Officer, and the County Administrator and a recommendation is provided to the Board of County Commissioners for consideration. Mr. Rose highlighted the highlighted the changes on the FY25 Draft Salary Scale. Michelle Gordon, County Administrator shared copies of the FY25 DES Field Staff Salary Scale. The COLA increase is 1%. This will be a multi-year process; the immediate concern is raising lower grades staff salary levels.

Commissioner comments regarding bringing lower salary level employees to a living wage, looking into a minimum threshold for a discrepancy between supervisors and their staff, exploring possible

bonuses, pension COLA and the impact the changes would have on our pension, reviewing costs associated with increased pension funding and contributions made by current employees.

Michelle Gordon, County Administrator shared the grade scale realignment, statistics for the Cola and step increases, she will discuss the pension concerns with the retirement committee. For the general fund the average increase by employee is 4% which includes the 1% cola and the 2 ½% realignment for lower salary employees and about a ½ % step. The majority of the grade scale realignment is for the other funds. This will be a multi-year undertaking.

FY2025 GENERAL FUND BUDGET – PROPOSED

Kelcee Mace, Chief Financial Officer; Kim Edlund, Director, Budget and Finance presented this budget version, “Proposed” FY25 General Fund Budget, represents the first round of adjustments to what was requested from departments and outside agencies to provide a balanced budget. She shared a power point presentation and referenced the budget packet.

Michelle Gordon, County Administrator commented on the effects of in-kind revenue on the budget, five-year projections and inflationary rates. Adjustments should be received by April to be discussed in open forum prior to the public hearings.

Commissioner clarification shared regarding the school board funding not being cut there was an adjustment to their wish list request and the increase to the maintenance of effort cost from \$109,000,000.00 to \$110,000,000.00, five-year projections and reassessments of property taxes and possible tax increases, progressive tax policies and adjusting income protections.

Important dates for the public were provided:

May 7, 2024, Public Rate Hearings

May 21, 2024, the Public Budget Hearing at the Kepler Theater.

GOVERNOR’S OFFICE OF CRIME PREVENTION, YOUTH AND VICTIM SERVICES FY25 COMMUNITY PARTNERSHIP AGREEMENT PROPOSAL

Nicole Phillips, Senior Grant Manager, Grant Management presented the recommendation to approve the submission of the FY25 Community Partnership Agreement proposal to the Governor’s Office of Crime Prevention, Youth and Victim Services requesting \$810,266.00 and accept funding as awarded.

Commissioner Wagner left the meeting at 11:24 a.m. Commissioner Wagner returned at 11:26 a.m.

Commissioner Cline, seconded by Commissioner Harvey, moved to approve the submission of the FY25 Community Partnership Agreement proposal to the Governor’s Office of Crime Prevention, Youth and Victim Services requesting \$810,266.00 and accept funding as presented by staff. The motion passed unanimously.

BACKMAN RURAL LEGACY PROGRAM (RLP) EASEMENT

Chris Boggs, Rural Preservation Administrator, Planning and Zoning presented the recommendation to approve the Alice G. Backman, Trustee of the Alice G. Backman Revocable Trust RLP Easement project, in the amount of \$201,132.00 for 51.283 easement acres, paid for 100% by the Maryland Department of Natural Resources, and to adopt an ordinance approving the easement purchase and to authorize the execution of the necessary documentation to finalize the easement purchase.

Commissioner Cline left the meeting at 11:27 a.m. Commissioner Cline returned at 11:29 a.m.

Commissioner Wagner, seconded by Commissioner Harvey, moved to award to approve the Alice G. Backman, Trustee of the Alice G. Backman Revocable Trust RLP Easement project, as presented by staff. The motion passed unanimously.

ENFORCEMENT OF THE CURRENT ADOPTED BUILDING CODE IN RELATION TO RESIDENTIAL CONSTRUCTION DOCUMENTS

Greg Cartrette, Code Official/Director, Permits and Inspections presented the recommendation to approve, a policy requiring minimum requirements for all residential plans for new construction, additions and renovations based on the attached memorandum. The only project residential homes that need to be signed and sealed plans are town homes that are more than three units.

Commissioner clarification regarding residential submissions.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve a policy requiring minimum requirements for all residential plans as presented by staff. The motion passed unanimously.

POTENTIAL DISSOLUTION OF THE COMMUNITY HEALTH ADVISORY COMMISSION

Michelle Gordon, County Administrator presented the request for Discussion regarding the potential dissolution of the Community Health Advisory Commission. The need for this advisory committee has diminished and its continuing operation has become obsolescent and unnecessary. Additionally, the HAC met on November 16, 2023, where a motion was presented to disband the HAC; and, that motion was approved unanimously (See attached letter from Nicholas J. Wolfe, Chairperson of the HAC dated 01/11/2024).

Commissioner Wagner provided insight to the Committee which became redundant with Meritus and the Health Department and there was no longer a need for the Committee.

Commissioner Wagner seconded by Commissioner Keefer, moved to dissolve the Community Health Advisory Commission as presented by staff. The motion passed unanimously.

CLOSED SESSION

Commissioner Wagner, seconded by Commissioner Keefer, moved to convene in closed at 11:36 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 consult with counsel to obtain legal advice on a legal matter. The motion passed unanimously.

In closed session, the Commissioners discussed a legal matter, position recommendations, a personnel matter, legislative items and conducted interviews.

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; and Michelle Gordon, County Administrator; Also present at various times were; Zachary J. Kieffer, Interim County Attorney; Rosalinda Pascual, Assistant County Attorney; Aaron Weiss, Assistant County Attorney; Chip Rose, Director, Human Resources; Vern Wachter, Fire Chief, First Hose Co. of Boonsboro; George Meyer, President, First Hose Co. of Boonsboro; R. David Hays, Director, Emergency Services; Brian Albert, Sheriff, Washington County Sheriff's Office; Joshus O'Neal, Chief Technical Officer, Information Technology; and Interviewee's;

RECONVENE IN OPEN SESSION

Commissioner Wagner, seconded by Commissioner Cline, moved to reconvene in open session at 3:12 p.m. The motion passed unanimously.

ADJOURNMENT

Commissioner Harvey, seconded by Commissioner Cline, moved to adjourn at 3:12 p.m. The motion passed unanimously.



Dawn L. Marcus, *County Clerk*

