



## Board of County Commissioners of Washington County, Maryland

### *Open Session Minutes*

March 12, 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 March 5, 2024. The motion passed unanimously.

#### **COMMISSIONERS' REPORTS AND COMMENTS**

Commissioner Harvey commented on the Washington County Public Schools (WCPS) budget, teachers' salaries, allocation for schools and spending of the WCPS budget, and the Kirwan mandate. He commented on the budget cycle and state budget reductions. Commissioner Harvey commented on the consolidation of schools, new position hires of WCPS outside of the Kirwan mandate and his concerns with their budget process.

Commissioner Keefer thanked County staff for the footnotes added to the budget books regarding the Commission on Aging and the in-kind contribution for their building. He commented on House Bill HB1515 regarding the increase to sales tax and the effects on our citizens and revenues.

Commissioner Wagner commented on budget season and proposed budget cuts of almost fifteen million dollars for County departments. He commented on HB 1515, proposed tax increases to services, state funding cuts and the effects of inflation. Commissioner Wagner thanked the Highways Department for taking care of downed trees during the storms. He shared the Home and Garden Show is this weekend at HCC.

Commissioner Cline commented on his discussion with Delegate Baker regarding increases of fees and taxes. He attended the 4-H Achievement Awards night. Commissioner Cline attended the Leitersburg Volunteer Fire Company Annual Awards. He attended the Funkstown Town Council meeting and commented on the upcoming reenactment event in July. Commissioner Cline attended the ribbon cutting ceremony at the Child Residential Center at Brook Lane, noting commissioner support of the project with one million dollars from the George Edwards Fund, the state will be using this as a pilot project.

Commissioner Barr shared his thoughts and prayers for Judge Wilkinson's family. He commented on the income tax rate, the increased need for County services and complaints received regarding the conditions of roadways. He commented on the needs for schools, teachers' frustrations, students with behavioral issues and funding for instructional purposes. Commissioner Barr commented on cuts from

state funding and the cost of inflation. He shared upcoming events and noted we will not have a meeting next Tuesday. The next meeting will be Tuesday, March 26, 2024, with an evening meeting in Williamsport.

### **STAFF COMMENTS**

Chip Rose, Director of Human Resources, presented the recommendation to approve the upgrades of Firefighter Apparatus Operators (FAO) Zachary Robinson and Luke Giancola to Firefighter/Paramedic at a Grade 5, Step 1 \$22.86/hour effective retroactively to February 3, 2024. He indicated that this request is budget neutral due to the number of vacant positions.

Commissioner Wagner, seconded by Commissioner Cline moved to approve the upgrades of Zachary Robinson and Luke Giancola to Firefighter/Paramedics as presented by staff. The motion passed unanimously.

Chip Rose, Director of Human Resources, presented the recommendation to approve to advertise and hire for the Administrative Assistant position, Washington County Sheriff's Office, by April 1, 2024, with temporary position overlap of the existing personnel to allow for training. He indicated that this request is budget neutral due to the number of vacant positions.

Commissioner Wagner, seconded by Commissioner Harvey moved to approve to advertise and hire for the Administrative Assistant position as presented by staff. The motion passed unanimously.

Chip Rose, Director of Human Resources, presented the recommendation to change the IT job title and description of the Network Engineer III position to Cloud Solutions Architect. The position will remain at a Grade 15 making it budget neutral.

Commissioner Harvey, seconded by Commissioner Keefer moved to approve the change of the IT job title and description of Network Engineer III position to Cloud Solutions Architect as presented by staff. The motion passed unanimously.

Michelle Gordon, County Administrator, commented on the downed trees and flooding, she thanked the Highways Department staff for keeping roads passible and the public safe. She attended the Franklin County Area Development Corporation's State of the Economy event. She shared there will be no meeting next week.

### **CITIZEN PARTICIPATION**

Gregory and Stephanie Huntzberry of Rohrersville, commented on road work done by Alpha Space contractors and the stop stick thermoplastic damage to their vehicle on Hogmaw and Millbrook Road. They discussed issues with their claim of damages made to the County insurance company.

Michelle Gordon, County Administrator, will reach out to staff and the insurance company for status.

Rick Bibbee, Leitersburg is requesting permission to set up his mobile stage at the property on Virginia Avenue for the early voting elections. He spoke to the Election Board and was told he would need to have permission from the County Commissioners as it is a County owned property.

The Commissioners will take the request under consideration. Michelle Gordon, County Administrator will reach out to Barry Jackson and provide a response.

Paulie Ward, Hagerstown, is here on behalf of the Commission on Aging program welcoming the Commissioners to attend the Legacy Gala on April 20, 2024.

Kierstan Burnett, Boonsboro, and Terry Wishard, Hagerstown, commented on the MARS Junior Roller Derby program. They are searching for a practice space to continue their program. She provided a packet for the Commissioner's review.

### **FY25 SOLID WASTE BUDGET**

Dave Mason, Deputy Director, Solid Waste, presented the Solid Waste FY25 budget which increased over FY24 by \$780,700.00 or 8.42%. The increase is the result of the proposed step, COLA and potential salary scale adjustment. There will be no increase in fees for FY24 due to a decrease in the debt service offset by an increase in tonnage for FY24. The General Fund contribution to Solid Waste increased \$37,170.00 or 8.26% due to the potential salary scale adjustment.

*Commissioner Wagner left the meeting at 9:45 a.m. and returned at 9:46a.m.*

Commissioner discussion regarding state mandates and future income from the solar fields and landfill.

### **FY25 WATER QUALITY BUDGET**

Mark Bradshaw, Director, Environmental Management and Kelcee Mace, CFO presented the FY25 Water Quality Budget. Water and Sewer revenue requirements show that a rate increase in both funds is necessary to facilitate the Department of Water Quality's long-range financial plans. Incremental increases over a period of time have been the existing plan in place to work toward a self-supported status for this fund. Utility Fund - \$6,330,930.00; Water Fund - \$1,623,620.00; Sewer Fund - \$14,628,710.00; Pretreatment Fund - \$443,560.00. Ms. Mace provided a handout and the recommendation of rate increases.

Staff handed out the Water and Sewer rate analyses and proposed the approval of a three (3) year rate increase plan covering FY25, FY26 and FY27 as part of the FY25 Budget process.

#### **FY25 Rate Increase Recommendations:**

Water-5.6% increase providing \$47,900.00 in revenue.  
Sewer-6.0% increase providing \$562,100.00 in revenue.

#### **FY26 Rate Increase Recommendations:**

Water-5.0% increase.  
Sewer-3.5% increase.

#### **FY27 Rate Increase Recommendations:**

Water-5.0% increase.  
Sewer-3.5% increase.

Commissioner discussion regarding the increases, inflations effect on the cost of chemicals and prior year rate increases.

Michelle Gordon, County Administrator commented on the three (3) year rate plan and infrastructure inflation costs.

The Commissioners reached a consensus (5-0) in support of moving forward with a public hearing on the rate increases as presented.

**CONTRACT AWARD (PUR-1450 TASK ORDER 18) – NORTHWEST QUADRANT UTILITY EXPANSION**

Andrew Eshelman, Director, Public Works, presented the recommendation to Move to award the design, bidding, and construction phase service contract for the Northwest Quadrant Utility Expansion to Airport Design Consultants, Inc. (ADCI) who submitted a lump sum design fee in the amount of \$81,878.00 and cost plus not to exceed construction phase services fee of \$42,702.00.

Commissioner Wagner, seconded by Commissioner Harvey, moved to award the design, bidding, and construction phase service contract for the Northwest Quadrant Utility Expansion to Airport Design Consultants, Inc. as presented by staff. The motion passed unanimously.

**INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-24-0142) ONE (1) NEW/USED 2024 F550 CHASSIS/CAB TRUCK W/ KNAPHEIDE CRANE BODY**

Rick Curry, Director, Purchasing; Dave Mason, Deputy Director, Solid Waste, presented the recommendation to authorize by Resolution, the Solid Waste Department to purchase one (1) new/used 2024 Ford F550 Super Duty chassis/cab with a Knapheide crane body in the amount of \$179,330.54 from 72 Hour LLC, dba National Auto Fleet Group of Watsonville, CA and to utilize another jurisdiction's contract (#091521-NAF) that was awarded by Sourcewell to National Auto Fleet Group.

Commissioner Wagner, seconded by Commissioner Harvey, moved to authorize by Resolution to purchase one (1) new/used 2024 Ford F550 Super Duty chassis/cab with a Knapheide crane body as presented by staff. The motion passed unanimously.

**INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-20-0030) UNIFORM RENTAL SERVICES FOR VARIOUS COUNTY DEPARTMENTS**

Brandi Naugle, Buyer, Purchasing Department, presented the request to authorize the price increase of 3.2% as presented per the terms and conditions as part of the utilization of the Intergovernmental Cooperative Purchase/Uniform Rental Services contract with Omnia Partners, via Prince William County Schools Virginia (Contract Number: R-BB-19002) that was awarded to Cintas of Cincinnati, OH. If accepted Cintas has agreed to hold this increase and wait to execute the new pricing at the start of the new fiscal year. Total cost in FY23 was \$65,887.00 and FY24 was \$70,197.00.

Commissioner discussion regarding past year expenditures.

Commissioner Wagner, seconded by Commissioner Keefer, moved to authorize the price increase of 3.2% as part of the utilization of the Intergovernmental Cooperative Purchase/Uniform Rental Services contract with Omnia Partners, that was awarded to Cintas as presented by staff. The motion passed unanimously.

**OFFICE OF PROBLEM-SOLVING COURTS DISCRETIONARY GRANT APPLICATION SUBMITTAL**

Richard Lesh, Grant Manager, Grant Management, and Jennifer Bricker, Coordinator, Drug Court Program, presented the recommendation to approve the submittal of the FY25 Office of Problem-Solving Court's Discretionary grant application requesting \$320,950.50 and accept funding as awarded.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the submittal of the FY25 Office of Problem-Solving Court's Discretionary grant application and accept funding as awarded as presented by staff. The motion passed unanimously.



**APPROVAL OF ZONING MAP AMENDMENT RZ-23-008**

Aaron Weiss, Assistant County Attorney, County Attorney's Office, presented the request to approve the request to rezone the Applicant's property and accompanying Decision and Findings of Fact. The Applicant has requested to amend the current zoning of the properties located at 429 and 431 South Artizan Street, Williamsport, MD 21795, from Highway Interchange ("HI") to Residential Transition ("RT"). The Planning Commission recommended in favor of the proposed map amendment on January 8, 2024. The public hearing for the proposed rezoning request was held on February 13, 2024. A consensus approval was reached by the Board of County Commissioners on February 13, 2024.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the request to rezone the properties located at 429 and 431 South Artizan Street, Williamsport, MD to Residential Transition as presented by staff. The motion passed unanimously.

**BUDGET ADJUSTMENT FOR UNBUDGETED COSTS**

Michelle Gordon, County Administrator, presented the request to approve a budget adjustment to establish FY24 Budget for the recently approved contract with Innovative for IT Consulting services. The estimated cost for FY24 is \$30,600.00, proposing to offset that with unexpected increases to interest income in FY24.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the budget adjustment as presented by staff. The motion passed unanimously.

**CLOSED SESSION**

Commissioner Wagner, seconded by Commissioner Keefer, moved to convene in closed at 10:13 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 boards and commissions, legal matters 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; Jonathan Horowitz, Director, Business and Economic Development; Attorney Roger Schlossberg and Interviewee's;

**RECONVENE IN OPEN SESSION**

Commissioner Wagner , seconded by Commissioner Harvey , moved to reconvene in open session at 4:01 p.m. The motion passed unanimously.

**ADJOURNMENT**

Commissioner Wagner, seconded by Commissioner Harvey, moved to adjourn at 4:01 p.m. The motion passed unanimously.



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Dawn L. Marcus, County Clerk

