



## Board of County Commissioners of Washington County, Maryland

### *Open Session Minutes*

June 18, 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 9:00 a.m. with the following members present: Vice-President Jeffrey A. Cline, Commissioner Derek Harvey, Commissioner Randall E. Wagner and Commissioner Wayne K. Keefer.

#### **APPROVAL OF MINUTES**

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the minutes of June 4, 2024. The motion passed unanimously (5-0).

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

Commissioner Keefer did not have any comments.

Commissioner Harvey did not have any comments.

Commissioner Wagner attended the Pleasant Valley Ruritan Fishing Tournament. He attended Employee Appreciation Night at Meritus Park stadium. He thanked the employees who attended the event. Commissioner Wagner thanked the Town of Boonsboro for hosting the evening meeting.

Commissioner Cline attended the Pleasant Valley Ruritan Fishing Tournament. He attended Employee Appreciation Night at Meritus Park stadium. He thanked staff who organized the event. Commissioner Cline thanked the Town of Boonsboro for hosting the evening meeting. He attended two flag ceremonies: the first at the Red Men Lodge 84 in Williamsport; and the second at the Morris Frock American Legion Post 42. Commissioner Cline visited Wheaton Park Saturday afternoon.

Commissioner Barr attended the Employee Appreciation Night at the Meritus Park stadium. He thanked staff who participated in the event. Commissioner Barr shared hearing of the announcement of a collaboration between Meritus Health and Brook Lane Health which will enhance mental health services for the community. He shared upcoming events.

#### **STAFF COMMENTS**

Chip Rose, Director of Human Resources, presented:

- The request to hire Alan Matheny as the Director of Emergency Management, at a Grade 17, Step 18; \$124,821.00/annually. Effective July 8, 2024.

Commissioner Wagner, seconded by Commissioner Harvey, moved to hire Alan Matheny as the Director of Emergency Management as presented. The motion passed unanimously (5-0).

- The request to promote Rosalinda Pascual to Deputy County Attorney, Office of the County Attorney, at a Grade 18, Step 5; \$95,430/annually. Effective June 24, 2024.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the promotion of Rosalinda Pascual for the Deputy County Attorney position as presented. The motion passed unanimously (5-0).

-The request to approve to advertise and hire for the Water Quality's Project Manager, Department of Environmental Management, at a Grade 13, Step 1; \$62,754/annually.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve to advertise and hire for the Water Quality's Project Manager, Department of Environmental Management, position as presented. The motion passed unanimously (5-0).

Dawn Marcus, County Clerk, presented the request to approve:

- The reappointments of Cynthia Brown, Shannon Gaines and Ladetra Robinson to serve a second, three-year term, from July 1, 2024, through June 30, 2027, on the Washington County Board of Social Services. This is not a paid board.

Commissioner Keefer, seconded by Commissioner Harvey, moved to approve the reappointments of Cynthia Brown, Shannon Gaines and Ladetra Robinson as presented. The motion passed unanimously (5-0).

- The appointment of Monica Johnson to serve a first, full, three-year term, from July 1, 2024, through June 30, 2027, on the Washington County Board of Social Services. This is not a paid board.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the appointment of Monica Johnson as presented. The motion passed unanimously (5-0).

- The appointment of Melissa Short to serve a first, full three-year term, from July 1, 2024, through June 30, 2027, as the Public Health Nurse representative on the Adult Public Guardianship Review Board. This is not a paid board.

Commissioner Keefer, seconded by Commissioner Harvey, moved to approve the appointment of Melissa Short as presented. The motion passed unanimously (5-0).

- The appointments of Susan Buchanan, Clarence Davis and Gerry McCarney to serve a first, full, three-year term, from July 1, 2024, through June 30, 2027, as community representatives on the Local Management Board. This is not a paid board.

Commissioner Cline, seconded by Commissioner Harvey, moved to approve the appointments of Susan Buchanan, Clarence Davis and Gerry McCarney as presented. The motion passed unanimously (5-0).

Michelle Gordon, County Administrator, attended the evening meeting in Boonsboro. She thanked the town for hosting the meeting.

Ms. Gordon received a request from the Boonsboro Economic Development Commission for a letter of support for the town's application to receive a designation as a Main Street Maryland affiliate.

The Commissioners reached a unanimous consensus (5-0) to provide a letter of support to the Boonsboro Economic Development Commission as presented.

Ms. Gordon thanked the staff in Human Resources for coordinating the Employee Appreciation Night at Meritus Park stadium. She thanked the Board of County Commissioners for approving the funding for the event. She shared that Human Resources would open a second block of tickets for any employees who were unable to attend due to their work schedule. Ms. Gordon attended the MACo County Administrator's meeting. She shared that they discussed issues other counties are having with the Health Department and Maryland Department of the Environment's new interpretations related to water and sewer permitting.

#### **CITIZEN PARTICIPATION**

-Shaun Porter, New Market, MD

#### **RECESS**

#### **PUBLIC HEARING – AGRICULTURAL PRESERVATION EASEMENT RANKINGS FY2025**

President Barr convened a Public Hearing at 9:30 a.m. to obtain public comment for the agricultural preservation easement rankings of FY2025.

Chris Boggs, Rural Preservation Administrator, Planning and Zoning, presented the request to approve a priority ranking of the Maryland Agricultural Land Preservation Program easement applications, and to forward the top sixteen (16) applications to the Maryland Agricultural Land Preservation Foundation (MALPF). All applications are to be ranked by the local Agricultural Advisory Board (AAB) using the adopted priority ranking formula which assigns points for characteristics such as quality of soils, proximity to other preserved lands, agricultural status, economic viability, and relationship to other land use areas in the County. The Agricultural Land Preservation Advisory Board has approved the rankings of these applications and the limit of sixteen (16) applications will be forwarded to MALPF. A confidential priority ranking list was provided to the Board of County Commissioners.

The Public Hearing was opened for public comment: There was no public comment.

The Public Hearing was opened for Commissioner comments: There was Commissioner comment regarding discernable impacts.

The Public Hearing was closed at 9:37 a.m.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve the agricultural preservation easement rankings FY2025 as presented. The motion passed (4-0). Commissioner Keefer abstained from the vote.

**PRICE IPP CHILD LOT**

Chris Boggs, Rural Preservation Administrator, Planning and Zoning, presented the request to approve the proposed child lot on the Dale and Wendy Price, Installment Purchase Program (IPP), easement property; a draft release to be signed by all interested parties; and, record said release among the Land Records of Washington County, Maryland. The Price property is located at 17314 Bakersville Road in Boonsboro and was part of the first round of County IPP easements.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the proposed child lot on the Dale and Wendy Price, Installment Purchase Program, easement property as presented. The motion passed unanimously (5-0).

**JUNETEENTH PROCLAMATION**

Board of County Commissioners presented a Juneteenth Proclamation to the Washington County Diversity and Inclusion Committee. The following members were in attendance: Terence Ngwa, Chair; Angela Yamashita, Vice Chair; and Jeanine Salifou, Secretary.

**FY25 HEALTHY FAMILIES HOME VISITING GRANT – APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING**

Richard Lesh, Grant Manager, Grant Management, presented the request to approve the submission of the grant application to the Maryland State Department of Education in the amount of \$277,993.00 and to accept funding as awarded.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the submission of the grant application to the Maryland State Department of Education as presented. The motion passed unanimously (5-0).

**GOVERNOR’S OFFICE FOR CHILDREN FY25 AWARD – ADDITIONAL FUNDING**

Nicole Phillips, Senior Grant Manager, Grant Management, presented the request to approve the acceptance of \$27,975.00 in supplemental funding awarded to the FY25 Community Partnership Agreement from the Governor’s Office for Children.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve acceptance of the supplemental funding awarded to the FY25 Community Partnership Agreement as presented. The motion passed unanimously (5-0).

**COMMUNITY LEGACY GRANT APPLICATION – REQUEST FOR APPROVAL**

Megan Jenkins, GIS Coordinator, Planning and Zoning; and Nicole Phillips, Senior Grant Manager, Grant Management, presented the request to approve the submission of the grant application for adaptive reuse of Fort Ritchie Building 521, to the Maryland Department of Housing & Community Development (DHCD), in the amount of \$286,737.00, to subsequently accept awarded funding and to enter a subrecipient agreement with Cascade Properties, LLC.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the submission of the grant application for adaptive reuse of Fort Ritchie Building 521 as presented. The motion passed unanimously (5-0).

**CONSTRUCTION BID AWARD – HALFWAY BOULEVARD EXTENDED**

Scott Hobbs, Director, Engineering, presented the request to conditionally award the bid, including the add alternates, for the Halfway Boulevard Extended contract to the lowest responsive, responsible

bidder, C. William Hetzer, Inc. of Hagerstown, in the amount of \$10,131,747.30. Conditional award is based on receiving concurrence in award from SHA/FHWA.

Commissioner Wagner, seconded by Commissioner Harvey, moved to conditionally award the bid, including the add alternates, for the Halfway Boulevard Extended contract to C. William Hetzer, Inc. as presented. The motion passed unanimously (5-0).

**BID AWARD (PUR-1671) ELEVATOR MAINTENANCE SERVICES AT COUNTY FACILITIES**

Brandi Naugle, Buyer, Purchasing; and Danny Hixon, Deputy Director, Buildings, Grounds and Facilities, presented the request to award the bid for Elevator Maintenance Services, to the responsive, responsive bidder, Oracle Elevator of Hagerstown, MD, who submitted the lowest total sum bid annually in the amount of \$29,460.00.

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve to award the bid for Elevator Maintenance Services to Oracle Elevator as presented. The motion passed unanimously (5-0).

**CONTRACT AWARD (PUR-1679) ACCOUNTING AND REVIEW SERVICES**

Brandi Naugle, Buyer, Purchasing; and Darryl Brown, Accounting Supervisor, Budget and Finance, presented the request to award the contract for Accounting and Review (Fire & Rescue) Services to the responsive, responsible firm of AA Askew, LLC of Edgewood, Maryland, with the lowest 5-year proposal value of \$389,066.00 and the profession fees for each supplemental service, if required.

Commissioner Wagner, seconded by Commissioner Harvey, moved to award the contract for Accounting and Review (Fire & Rescue) Services to AA Askew, LLC as presented. The motion passed unanimously (5-0).

**CONTRACT AWARD (PUR-1674) HAGERSTOWN REGIONAL AIRPORT TAXIWAY C OFA REHABILITATION PROJECT**

Brandi Naugle, Buyer, Purchasing; and Andrew Eshleman, Director, Public Works, presented the request to award the Taxiway C OFA Rehabilitation at the Hagerstown Regional Airport project to the responsive, responsible bidder, C. William Hetzer, Inc. of Hagerstown, MD who submitted the lowest total sum bid in the amount of \$563,865.00 and contingent upon concurrence of the award by the Federal Aviation Administration (FAA) and contingent upon the County Attorney's Office approval of the contract Agreement.

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve to award the Taxiway C OFA Rehabilitation project to C. William Hetzer, Inc. as presented. The motion passed unanimously (5-0).

**HAGERSTOWN REGIONAL AIRPORT TAXIWAY C OFA AND RUNWAY 02-20 – APPROVAL FOR PURCHASE ORDERS AND TO SUBMIT RELATED APPLICATIONS**

Andrew Eshleman, Director, Public Works, presented the request to provide the Airport Director with approval to submit FAA/MAA grant applications, sign related paperwork, issue related purchase orders, and accept awarded grants based upon revised totals and to approve issuance of purchase order to ADCI in the amount of \$70,222.00 for Phase 2 Construction Phase Services.

Commissioner Wagner, seconded by Commissioner Harvey, moved to approve to submit the FAA/MAA grant applications as presented. The motion passed unanimously (5-0).

**MARTY SNOOK PARK MYTHICAL WOODS SMALL PAVILION BUDGET ADJUSTMENT**

Andrew Eshleman, Director, Public Works, presented the request to approve the budget adjustment as presented to allow for the construction of a small pavilion adjacent to the Marty's Mythical Woods, in honor of Mary Snook, funded by a private donation of up to \$11,700.00 from the Snook family and general fund capital transfer funds of up to \$13,300.00 making the project total \$25,000.00.

Commissioner Harvey, seconded by Commissioner Wagner, moved to approve the budget adjustment as presented. The motion passed unanimously (5-0).

**2024-2025 PROPERTY AND CASUALTY INSURANCE RENEWAL**

Tracy McCammon, Risk Management Coordinator, Human Resources; and Chip Rose, Director, Human Resources; and Patrick Buck, CBIZ Insurance Services, presented the request to renew the property and liability policies with Travelers Insurance Company and the airport liability policy with AIG in the amount of \$1,671,395.00. Renewal quotes from insurance carriers are reflected on the attached premium comparison. The total renewal is a 6% increase in premium over last year's actuals. Additionally, the renewal quote reflects that the County's deductible will increase for passenger vehicles to \$2,500.00 and for passenger busses to \$5,000.00 from \$1,000.00 each.

Commissioner Harvey, seconded by Commissioner Keefer, moved to renew the property and liability policies with Travelers Insurance Company and the airport liability policy with AIG as presented. The motion passed unanimously (5-0).

**SOLE SOURCE PROCUREMENT AWARD (PUR-1684) - ACCELA SAAS SUBSCRIPTION AND MIGRATION SERVICES**

Rick Curry, Director, Purchasing; and Joshua O'Neal, Chief Technical Officer, Information Technology, presented the request to authorize a Sole Source procurement/installation of software licensing and support from Accela, Inc. of San Ramon, CA; in the amount of \$729,423.30 over a three (3) year period covering the period of June 30, 2024 through June 29, 2027, based on the company's Quote Number Q-32102 dated February 2, 2024.

Commissioner Harvey, seconded by Commissioner Wagner, moved to authorize a Sole Source procurement/installation of software licensing and support from Accela, Inc. as presented. The motion passed unanimously (5-0).

**INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-24-0144) - FIRE APPARATUS TOOLS AND ACCESSORIES FOR DIVISION OF EMERGENCY SERVICES**

Rick Curry, Director, Purchasing; and David Chilsolm, Deputy Director, Emergency Services, presented the request to authorize by Resolution, the approval of the purchase of fire apparatus tools and accessories for the Division of Emergency Services, from Municipal Emergency Services of Rockville, MD and utilize another jurisdiction's contract that was awarded by the County of Fairfax, VA contract #4400010661, for the total sum of \$55,665.79.

Commissioner Harvey, seconded by Commissioner Wagner, moved to authorize by Resolution, the approval of the purchase of fire apparatus tools and accessories from Municipal Emergency Services as presented. The motion passed unanimously (5-0).

**CIRCUIT COURT COURTSMART SYSTEM REFRESH MEMORANDUM OF UNDERSTANDING (PUR-1694)**

Rick Curry, Director, Purchasing; on behalf of Kristen Grossnickle, Circuit Court Administrator, presented the request to approve the Memorandum of Understanding (MOU) between the Administrative Office of Courts and the Board of County Commissioners of Washington County for the CourtSmart Refresh for Washington County Circuit Court in the amount of \$51,228.00.

Commissioner Keefer, seconded by Commissioner Harvey, moved to approve the MOU between the Administrative Office of Courts and the Board of County Commissioners of Washington County for the CourtSmart Refresh as presented. The motion passed unanimously (5-0).

**CONVENE AS THE WASHINGTON COUNTY BOARD OF HEALTH**

Commissioner Keefer, seconded by Commissioner Harvey, moved to convene as the Board of Health at 10:24 a.m. The motion passed unanimously (5-0).

**MARYLAND OPTIMAL ADOLESCENT HEALTH PROGRAM/TRUE YOU (MOAHP)**

Earl Stoner, Health Officer, Washington County Health Department; and Danielle Stahl, Program Manager, Washington County Health Department, presented the recommendation that the Board of Health award the contract to Girl's Incorporated of Washington County in the amount of \$150,000.00 for the contract period of July 1, 2024, through June 30, 2025. The contract is 100% funded through a MD Department of Health MOAHP Grant.

Commissioner Harvey, seconded by Commissioner Wagner, moved to award the contract to Girl's Incorporated of Washington County as presented. The motion passed unanimously (5-0).

**MARYLAND MEDICAL ASSISTANCE NON-EMERGENCY TRANSPORTATION CONTRACT**

Earl Stoner, Health Officer, Washington County Health Department; and Danielle Stahl, Program Manager, Washington County Health Department, presented the recommendation that the Board of Health award the contract to AM-Van Inc. (dba AAA Transport) in the amount of \$1,220,125.00, for the contract period of July 1, 2024, through June 30, 2025. This contract is for non-emergency, Medicaid transport services; and the contract is 100% funded through a MD Medicaid Program Grant.

Commissioner Wagner, seconded by Commissioner Harvey, moved to award the contract to AM-Van Inc. as presented. The motion passed unanimously (5-0).

**RECONVENE AS BOARD OF COUNTY COMMISSIONERS, WASHINGTON COUNTY**

Commissioner Keefer, seconded by Commissioner Wagner, moved to reconvene as the Board of County Commissioners of Washington County, Maryland at 10:29 a.m. The motion passed unanimously (5-0).

**CLOSED SESSION**

Commissioner Harvey, seconded by Commissioner Keefer, moved to convene in closed session at 10:30 a.m.: To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; To consider the investment of public funds; To consult with counsel to obtain legal advice on a legal matter; and 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. The motion passed unanimously.

In closed session, the Commissioners discussed business matters, the investment of public funds, and a personnel matter with legal counsel and with staff.

Present during closed session at various times were Commissioners John F. Barr, Jeffrey A. Cline, Derek Harvey, Wayne Keefer and Randall E Wagner; Dawn Marcus, County Clerk; Zachary J. Kieffer, County Attorney; Michelle Gordon, County Administrator; Rosalinda Pascual, Deputy County Attorney; Aaron Weiss, Assistant County Attorney; Jonathan Horowitz, Director, Business and Economic Development; Linda Spence, Business Specialist, Business and Economic Development; and Chip Rose, Director Human Resources.

**RECONVENE IN OPEN SESSION**

Commissioner Wagner, seconded by Commissioner Harvey, moved to reconvene in open session at 11:45 a.m. The motion passed unanimously.

**ADJOURNMENT**

Commissioner Wagner, seconded by Commissioner Keefer, moved to adjourn at 11:45 a.m. The motion passed unanimously.



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Dawn L. Marcus, *County Clerk*