



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

March 21, 2023

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 9:05 a.m. with the following members present: Vice-President Jeffrey A. Cline, Commissioner Derek Harvey, Commissioner Wayne K. Keefer, and Commissioner Randall E. Wagner.

APPROVAL OF MINUTES

Commissioner Wagner, seconded by Commissioner Cline, moved to approve the minutes of February 28, and March 7, 2023. The motion passed unanimously.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Cline attended the Williamsport Town Council swearing in ceremony for its two new Council members, as well as one re-elected member, and congratulated them for their service to community. Commissioner Cline attended the Court of Honor ceremony for Eagle Scout Raymond Conrad. Commissioner Cline attended the 4-H Achievement Awards ceremony and congratulated all those who participated. He congratulated the Parks and Recreation Department "Race for Your Luck" run event and noted the high turnout.

Commissioner Wagner attended a historical relic display hosted by the museum at the historic church in Sharpsburg. He visited the Long Meadow Fire Department to celebrate the Proclamation presented to Donald Talbert for fifty years of service with the Fire Department. Commissioner Wagner commented on the success of the recent Hagerstown Run-Fest.

Commissioner Keefer noted the first full day of spring and requested the Board begin holding more evening meetings open to the public. Commissioner Keefer attended a meeting with the newly elected Mayor of Hagerstown and noted the positive conversation regarding the future of the City of Hagerstown, as well as Washington County. Commissioner Keefer congratulated the soon-to-be appointed new Council member, Matt Schindler, and wished him well. Commissioner Keefer attended the meeting of the Western Maryland Consortium and noted an informational report from the meeting is available in the Commissioners' office for any who would like to view.

Commissioner Harvey attended the Boonsboro Economic Commission meeting and noted it was the largest meeting to-date. Commissioner Harvey advised of the Historic Advisory Commission's planning of an event to honor several individuals on May 10th, which the Commissioners are invited to attend.

Commissioner Barr reported on the weekly activities of MACo, including discussions of proposed bills. Commissioner Barr attended the Lion's Club 100th Anniversary Ceremony and noted its success. Commissioner Barr shared upcoming events with the Commissioners.

STAFF COMMENTS

Jonathan Horowitz, Director, Business Development, presented a request for two letters of support for local community partners. Representatives at the Federal government have opened their process for Federal Congressional Discretionary spending, more commonly known as the Federal “earmark process”. The Hagerstown Aviation Museum is requesting a letter of support for their project to rehabilitate the 1943 Fairchild Test Hangar, known locally as the “Dome Hanger” due to its wooden arches, a project that will attract tourism to the museum. Easter Seals is requesting a letter of support for their project to create a new, inclusive child development center in Hagerstown. This project will impact childcare availability as well as job force.

Commissioner Wagner, seconded by Commissioner Cline, moved to approve letters of support for the Hagerstown Aviation Museum and Easter Seals projects as presented. The motion passed unanimously.

John Martirano, County Administrator, shared in congratulating all those involved in the success of the recent Hagerstown run event on St. Patrick’s Day. County Administrator Martirano advised of an update to the evening meeting schedule. He noted two recently received requests for letters of support, the first being from the Friends of the Washington County Rural Heritage Museum who are seeking \$9500 in funding from the Preservation Maryland Heritage Fund to hire a consultant to develop a strategic plan for the Friends. No financial contribution is being asked of the Board.

Commissioner Cline, seconded by Commissioner Keefer, moved to approve the letters of support as presented. The motion passed unanimously.

County Commissioner Martirano presented a second request, submitted by Horizon Goodwill Industries, for a letter of support to seek funding from the Appalachian Regional Commission to support the non-construction completion of a healthy food initiative in the City of Hagerstown. The project would provide fresh, affordable food to residents. No financial contribution is being asked of the Board.

Commissioner Cline, seconded by Commissioner Keefer, moved to approve the letter of support as presented. The motion passed unanimously.

YOUTH MERITORIOUS AWARD PRESENTATION

Nicole Phillips, Grant Manager, Office of Grant Management, presented the Youth Meritorious Award to Elena Althouse and Reed Althouse, North Hagerstown High School. Elena and Reed were selected based on their scholastic achievements, leadership qualities, community service performed or other positive contributions to their school or community.

CITIZEN PARTICIPATION

Neil Becker, President of the Washington County Teacher’s Association, of Hagerstown, Maryland, shared comments regarding draft three of the County budget, more specifically, the budget per pupil in Washington County schools.

Bill Gaertner, Executive Director, and Keith Roys, Director of Operations, Gatekeepers Re-Entry Program for Returning Citizens to Washington County from State Department of Correction, of Hagerstown, Maryland, gave an informational presentation to the Board regarding recently awarded grant funding and the need for a “bridge loan” from the Board to cover expenses until the State reimburses Gatekeepers.

REPORT ON WASHINGTON COUNTY DISABILITIES ADVISORY COMMITTEE

Dave Barnhart, member of the Washington County Disabilities Advisory Committee, provided an update on the activities of the Washington County Disabilities Advisory Committee, including the efforts taken by the committee to improve disabilities awareness in the community.

FY24 SOLID WASTE BUDGET

Dave Mason, Deputy Director, Solid Waste, presented the FY24 Solid Waste Budget. There will be no increase in fees for FY24 due to a significant decrease in the debt service for FY24.

FY24 WATER QUALITY BUDGET

Mark Bradshaw, Director of Environmental Management, and Michelle Gordon, Chief Financial Officer, presented the FY24 Water Quality Budget. Water and Sewer revenue requirements show that an increase in water revenue is necessary to facilitate the Department of Water Quality's long-range financial plans. An increase of 4.7% in Water fees is recommended.

FY24 GENERAL FUND BUDGET – PROPOSED

Michelle Gordon and Kim Edlund, Director, Budget and Finance, presented the FY24 Proposed General Fund budget.

EMS STAFFING TRANSITION

This agenda item was postponed to a future meeting.

PROCLAMATION FOR PURCHASING MONTH

The Board of County Commissioners presented the Washington County Purchasing Department with a Proclamation recognizing the month of March as "Purchasing Month".

***Depart for Hagerstown Community College, 11400 Robinwood Drive, Career Programs Building, Rooms 211/213, Hagerstown, Maryland*

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 (HCC), accompanied by the HCC Board of Trustees, presented the changes that have occurred at HCC over the past year, along with a budget and tuition forecast.

***Return to 100 West Washington Street, Hagerstown, Maryland*

CONTRACT AWARD UNDER PUR-1450 – AIRPORT CAPITAL IMPROVEMENT PROJECT DESIGN/BIDDING PROPOSALS

Neil Doran, Airport Director, and Andrew Eshleman, Director of Public Works, presented a request to award the contracts for design/bid services of the Runway 09-27 lighting project totaling \$107,180, and the Taxiway C Object Free Area totaling \$58,560 with Airport Design Consultants, Inc (ADCI).

Commissioner Wagner, seconded by Commissioner Cline, moved to award the contracts as presented. The motion passed unanimously.

BID AWARD (PUR-1594) – LIQUID ROOF COATING SYSTEM AT THE HAGERSTOWN REGIONAL AIRPORT

Brandi Naugle, CPPB, Buyer, Purchasing Department, and Neil Doran presented a request to award the contract for the Liquid Roof Coating System at the Hagerstown Regional Airport to the responsive, responsible bidder, Nexxus Coatings Inc., of Fredericksburg, Virginia, for the total sum price of \$60,291.60, and contingent upon the approval of the Budget Transfer Request of \$36,600 from the Airport operating fund balance to the Airport CIP project account.

Commissioner Cline, seconded by Commissioner Wagner, moved to award the contract as presented. The motion passed unanimously.

CONTRACT AWARD (PUR-1598) – INDEPENDENT AUDITING SERVICES

Brandi Naugle and Kim Edlund presented a request to award the contract for Independent Auditing Services to the responsive, responsible proposer, SB & Company, LLC, of Owings Mills, Maryland, with the lowest total lump sum price of \$382,288 for Fiscal Years 2023 through 2027.

Commissioner Wagner, seconded by Commissioner Cline, moved to award the contract as presented. The motion passed unanimously.

FISCAL YEAR 2024 ANNUAL TRANSIT PLAN (ATP) APPLICATION – APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING

Kevin Cerrone, Director, Washington County Transit, and Rachel Souders, Senior Grant Manager, Office of Grant Management, presented a request to approve by resolution to authorize the filing of the application as a sub-grantee for funding under the Federal Transit Act and approve the execution of the agreement upon receipt, subject to review and approval by the County Attorney's Office.

Commissioner Wagner, seconded by Commissioner Cline, moved to award the contract as presented. The motion passed unanimously.

FY24 SCHOOL BASED HEALTH CENTER GRANT – APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING

Nicole Phillips presented the request to approve the submission of the grant application for the FY24 School Based Health Center Grant Program to the Maryland State Department of Health in the amount of \$254,194, and to accept awarded funding.

Commissioner Wagner, seconded by Commissioner Cline, moved to award the contract as presented. The motion passed unanimously.

OFFICE OF PROBLEM-SOLVING COURTS DISCRETIONARY GRANT APPLICATION SUBMITTAL

Jennifer Bricker, Drug Court Coordinator, Circuit Court for Washington County, and Nicole Phillips presented a request to approve the submittal of the FY24 Office of Problem-Solving Court's Discretionary grant application requesting \$346,080.93, and to accept funding as awarded.

Commissioner Harvey, seconded by Commissioner Cline, moved to award the contract as presented. The motion passed unanimously.

COUNTY SURPLUS NONPROFIT GRANT AWARD RECOMMENDATIONS

Susan Buchanan, Director, Office of Grant Management, presented a request to approve the FY23 County Surplus Nonprofit Grant awards recommendations and move forward with the disbursement of funds to awarded nonprofits.

Commissioner Harvey, seconded by Commissioner Cline, moved to award the contract as presented. The motion passed unanimously.

COUNTY EMERGENCY REMOTE WORK POLICY UPDATE

Cody Swope, Emergency Management Specialist, Emergency Management, presented a request to approve the March 2023 update to the County Emergency Remote Work Policy. In March of 2023 the County discontinued the general employee Remote Work practice therefore requiring an update of the Emergency policy. The Emergency policy provides the County Administrator the authority to allow remote work for certain employees or groups of employees in the event of an emergency on a case-by-case basis.

Commissioner Cline, seconded by Commissioner Wagner, moved to approve the updated County Emergency Remote Work Policy as presented. The motion passed 4-1 (Commissioner Keefer voted, "NAY".)

CLOSED SESSION

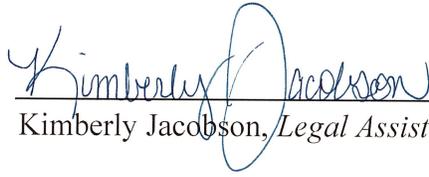
Commissioner Wagner, seconded by Commissioner Cline, moved to convene in closed at 2:25 p.m. to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; to consider the acquisition of real property for a public purpose and matters directly related thereto; 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; and to discuss cybersecurity if the public body determines that public discussion would constitute a risk to: security assessments or deployments relating to information resources technology; (ii) network security information; or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices, in accordance with Section 3-305(b) (1), (3), (4), (7), and (15) of the General Provisions Article of the Annotated Code of Maryland. The motion passed unanimously.

In closed session, the Commissioners discussed Boards and Commissions Appointments, personnel matters/hiring, employment classifications and personnel assignments, a contractual matter/hiring process/personnel vacancy, a property issue, a potential property acquisitions, and a cybersecurity matter.

Present during closed session were Commissioners John F. Barr, Jeffrey A. Cline, Derek Harvey, Wayne K. Keefer, and Randall E Wagner. Also present at various times, were: John M. Martirano, County Administrator; Kirk C. Downey, County Attorney; Michelle Priebe, Executive Administrative Assistant; Kendall Desaulniers, Deputy County Attorney/Interim Human Resources Director; Mark Bradshaw, Director, Environmental Management; Todd Moser, Real Property Manager, and Scott Hobbs, Director, Engineering.

ADJOURNMENT

Commissioner Wagner, seconded by Commissioner Keefer, moved to adjourn at 4:12 p.m. The motion passed unanimously.



Kimberly Jacobson, *Legal Assistant*