



100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201
WWW.WASHCO-MD.NET

BOARD OF COUNTY COMMISSIONERS
May 5, 2020
OPEN SESSION AGENDA

****In response to the existing State of Emergency, this meeting of the Board of County Commissioners will be conducted with a virtual component allowing for Commissioner and Staff participation via remote video conference****

******The meeting will be available for public viewing via the streaming manner in the customary fashion******

- 10:00 AM** **CALL TO ORDER**, *President Jeffrey A. Cline*
- 10:05 AM** **COMMISSIONERS' REPORTS AND COMMENTS**
- 10:15 AM** **REPORTS FROM COUNTY STAFF**
- 10:20 AM** **PROCLAMATION: *COVID-19 Public Health and Safety Heroes Week***
- 10:25 AM** **FY2021 APPALACHIAN REGIONAL COMMISSION PRELIMINARY PROJECT DESCRIPTION REVIEW AND RANKING** – *Susan Buchanan, Director, Grant Management*
- 10:30 AM** **REALLOCATION OF 2016 BONDS** – *Sara Greaves, CFO*
- 10:35 AM** **CAPITAL BUDGET ADJUSTMENT** – *Sara Greaves, CFO*
- 10:45 AM** **LOSAP UPDATE/REQUEST FOR POINTS MODIFICATION FOR 2020 SERVICE YEAR** – *Dale Fishack, President, Washington County Volunteer Fire & Rescue; Dave Hays, Director, Division of Emergency Services*
- 10:50 AM** **CLOSED SESSION**
(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)
- 11:00 AM** **RECONVENE IN OPEN SESSION**
- 11:05 AM** **ADJOURNMENT**



Agenda Report Form

Open Session Item

SUBJECT: *Proclamation:* COVID-19 Public Health & Safety Heroes Week

PRESENTATION DATE: May 5, 2020

PRESENTATION BY: The Board of County Commissioners

PROCLAMATION:

WHEREAS, the Board of County Commissioners recognizes the doctors, nurses, and healthcare professionals for diligently serving patients effected by COVID-19; and

WHEREAS, the Board of County Commissioners recognizes first responders who continue serving the community at highest capacity to ensure all citizens remain safe; and

WHEREAS, the Board of County Commissioners recognizes all essential workers who provide necessary resources and programs to our community; and

WHEREAS, the commitment to fight the COVID-19 global pandemic together with the State of Maryland;

NOW THEREFORE, We the Board of County Commissioners of Washington County, Maryland, do hereby proclaim May 3 through May 9, 2020, as COVID-19 Public Health and Safety Heroes Week. The Board of County Commissioners encourages all residents to observe this occasion by showing their support for their local heroes by joining in a parade on Saturday, May 9th where we show honor by waving from the stoop of our homes as we display support to our public heroes while being 'alone together' in Washington County.

Agenda Report Form

Open Session Item

SUBJECT: FY21 Appalachian Regional Commission (ARC) Preliminary Project Description Review and Ranking

PRESENTATION DATE: May 5, 2020

PRESENTATION BY: Susan Buchanan, Director, Office of Grant Management

RECOMMENDED MOTION: Move to accept the Preliminary Project Descriptions as prioritized by this Board and forward the ranking to Tri-County Council of Western Maryland for funding consideration. Further move to allow applicants to proceed with application submission to the Appalachian Regional Commission for those projects that receive funding recommendation from Tri-County Council and to accept grant funding for County projects approved and provided by the Appalachian Regional Commission.

REPORT-IN-BRIEF: As part of the annual ARC funding program, Tri-County Council for Western Maryland, the local administrator of these federal funds, requests the County review and prioritize projects submitted for grant funding consideration. A review committee consisting of the Interim County Administrator, directors from the offices of Planning and Zoning, Business Development, Grant Management, and the Director of Engineering has reviewed the projects and assigned a preliminary ranking. The Board of County Commissioners has the final authority to review and rank the proposals at its sole discretion prior to submission to Tri-County Council.

DISCUSSION: ARC's Preliminary Project Description (PPD) forms were distributed in February to municipalities, educational agencies, healthcare providers and non-profit agencies inviting them to submit requests for funding through ARC. There are two categories of funding available through ARC, Area Development which requires a 50/50 funding match and Local Access Road which requires no match. This year, ARC's funding for Allegany, Garrett and Washington counties is expected to be approximately \$1,500,000 for Area Development Projects and \$2,500,000 for Local Access Road Projects. Funding requests for Washington County's Area Development Projects include seven (7) proposed projects requesting \$948,000 in ARC funding and four (4) projects requesting \$2,610,000 in funding from the Transportation Equity Act for the 21st Century (TEA-21) Access Road category. Total requested ARC funding for the eleven (11) projects is \$3,558,000.

FISCAL IMPACT: If awarded by ARC, the project(s) submitted by Washington County will reduce the cost to the County to complete these project(s) by the award amount. Non-County projects will have no fiscal impact.

CONCURRENCES: Interim County Administrator, Director of Planning, Director of Business Development, Director of Engineering

ALTERNATIVES: Amend ranking and forward revised ranking to Tri-County Council

ATTACHMENTS: Ranking Spreadsheet

**PRELIMINARY RANKING OF APPALACHIAN REGIONAL COMMISSION PROJECT DESCRIPTIONS
FISCAL YEAR 2021**

Ranking	Requestor	Project Description	Local/Private Funds	Other	ARC Request	Total
Area Development Projects						
1	Washington County Public Schools	Expanded Computational Thinking	\$100,000		\$100,000	\$200,000
2	The Arc of Washington County	Computer Lab/Training Room	\$19,000		\$19,000	\$38,000
3	Washington County Public Works	Antietam Creek Water Trail	\$20,000	\$54,000	\$74,000	\$148,000
4	The Town of Boonsboro	Sludge Dewatering Facility	\$325,000		\$325,000	\$650,000
5	Community Free Clinic	Chronic Disease Management Program	\$145,000	\$325,000	\$130,000	\$600,000
6	City of Hagerstown	170 W. Washington Street Redevelopment	\$50,000		\$50,000	\$100,000
6	City of Hagerstown	Life Safety Code Upgrades Fund	\$250,000		\$250,000	\$500,000
			ARC Funding Requests		\$948,000	

TEA-21 Funds - Local Access Road Projects (100% ARC Funded)						
1	City of Hagerstown	Professional Court Widening Eastern Boulevard Improvements			\$750,000	\$750,000
2	Washington County	Wright Road Extension Phase II			\$1,000,000	\$1,000,000
3	The Town of Boonsboro	Shafer Park Drive			\$660,000	\$660,000
4	City of Williamsport	Road Overlay Project			\$200,000	\$200,000
			ARC Funding Requests		\$2,610,000	



Agenda Report Form

Open Session Item

SUBJECT: Reallocation of 2016 bonds

PRESENTATION DATE: May 5, 2020

PRESENTATION BY: Sara Greaves, Chief Financial Officer

RECOMMENDED MOTION: To approve the budget adjustment to transfer unspent bonds to the Capacity Management Project.

REPORT-IN-BRIEF: The County received more grant funding than anticipated for the Conococheague WwTP project and recently received the final grant disbursement. The County would like to reallocate unspent bond proceeds to the Capacity Management Project.

DISCUSSION: This reallocation will reduce future borrowing needs for the Capacity Management project. The total project cost for the Capacity Management Project is estimated at \$10.9M. A supplemental resolution and tax certificate will be prepared by bond counsel.

FISCAL IMPACT: \$316,618

CONCURRENCES: Not applicable

ALTERNATIVES: Not Applicable

ATTACHMENTS: Budget adjustment

AUDIO/VISUAL NEEDS: Not applicable



Washington County, Maryland Budget Adjustment Form

Print Form

- ☒ Budget Amendment - Increases or decrease the total spending authority of an accounting fund or department
- ☐ Budget Transfer - Moves revenues or expenditures from one account to another or between budgets or funds.

Department Head Authorization

Division Director / Elected Official Authorization

Budget & Finance Director Approval

County Administrator Approval

County Commissioners Approval

Sara Greaves

Digitally signed by Sara Greaves
Date: 2020.04.24 10:08:39 -04'00'

Transaction/Post -Finance

Deputy Director - Finance

Preparer, if applicable

Kelcee Mace

Digitally signed by Kelcee Mace
Date: 2020.04.24 19:21:35 -04'00'

Required approval with date

If applicable with date

Required approval with date

Required approval with date

Required > \$ 25,000 with date

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
498012	32	42010	LIN042		0000	Bond Fund - 2016	316,618
599999	32	42010	LIN042		CNST	Capacity Management	316,618
498012	32	42010	TRP018		0000	Bond Fund - 2016	-92,648
498410	32	42010	TRP018		0000	Capital Grant - State	77,126
599999	32	42010	TRP018		CNST	Conococheague WwTP ENR Upgrades	-15,522

Explain
Budget Adjustment

Reallocating unspent 2016 Bonds to the Capacity Management project.

Required Action by
County Commissioners

☐ No Approval Required



Approval Required

Approval Date if
Known



Agenda Report Form

Open Session Item

SUBJECT: Capital Budget Adjustment

PRESENTATION DATE: May 5, 2020

PRESENTATION BY: Sara Greaves, Chief Financial Officer

RECOMMENDED MOTION: To approve the budget adjustment to transfer savings or to reallocate funding to reserves to be used in FY21 capital plan.

REPORT-IN-BRIEF: The County is utilizing existing capital project savings and reallocating certain funds to provide for project needs in the FY21 Capital budget.

DISCUSSION: Due to the unknown impact of COVID-19, the county is taking a lean budget approach to FY21. General Fund appropriation has been reduced by \$5M for the projected budget. However, the FY21 capital plan must still provide for certain project needs. \$2,537,000 in either savings or reallocation of funds will be transferred to reserves for the use of the FY21 Capital plan. Any reallocated funds from projects deemed necessary will be reincorporated into the capital plan in the appropriate year that funding is needed.

FISCAL IMPACT: \$2,537,000

CONCURRENCES: Not applicable

ALTERNATIVES: Not Applicable

ATTACHMENTS: Budget adjustment

AUDIO/VISUAL NEEDS: Not applicable



Washington County, Maryland Budget Adjustment Form

Print Form

- ☒ Budget Amendment - Increases or decrease the total spending authority of an accounting fund or department
- ☐ Budget Transfer - Moves revenues or expenditures from one account to another or between budgets or funds.

Department Head Authorization

Division Director / Elected Official Authorization

Budget & Finance Director Approval

County Administrator Approval

County Commissioners Approval

Transaction/Post -Finance

Deputy Director - Finance

Preparer, if applicable

Kelcee Mace
Digitally signed by Kelcee Mace
Date: 2020.04.25 16:05:44 -0500

Required approval with date

If applicable with date

Required approval with date

Required approval with date

Required > \$ 25,000 with date

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
498710	30	11620	DNG075		0000	Capital Transfer - General	-160,000
599999	30	11620	DNG075		CNST	Pondsville Road Drainage	-140,000
599999	30	11620	DNG075		INSP	Pondsville Road Drainage	-10,000
599999	30	11620	DNG075		SITE	Pondsville Road Drainage	-10,000
498710	30	11620	DNG076		0000	Capital Transfer - General	-30,000
599999	30	11620	DNG076		CNST	Independence Rd, 12600 Block	-30,000
498710	30	11620	RD1040		0000	Capital Transfer - General	-73,000
599999	30	11620	RD1040		CNST	Southern Boulevard I	-73,000
498710	30	11620	RD1051		0000	Capital Transfer - General	500,000

Explain
Budget Adjustment

To utilize project savings and reallocate funds currently not being used to fund FY21 projects. Certain projects where funds were reallocated will be incorporated in the Capital Plan for future funding.

Required Action by
County Commissioners

☐ No Approval Required



Approval Required

Approval Date if
Known



Agenda Report Form

Open Session Item

SUBJECT: LOSAP Update/Request for Points Modification for 2020 Service Year

PRESENTATION DATE: May 5, 2020

PRESENTATION BY: Dale Fishack, President, WCVFRA; R. David Hays, Director, Division of Emergency Services

RECOMMENDATION: Motion to approve the point modification as presented by the President Fishack on behalf of the WCVFRA for the LOSAP Year 2020.

REPORT-IN-BRIEF: The COVID19 Pandemics effects on Washington County continue to touch all areas of responsibility and operations in the County. Volunteer Fire and EMS Departments rely heavily on annual fund raising efforts and the incomes they generate. With Governor Hogan's Executive orders limiting social gatherings of 10 or more people, many departments have canceled or suspended fund raising activities since early March.

DISCUSSION: With the cancelations and suspensions of most if not all volunteer fire and EMS department fundraisers, many non-operational volunteers have been significantly limited on opportunities to earn the necessary LOSAP points for the calendar year 2020. Several carnivals and larger events for the organizations have already been canceled and several more are expected to be canceled in the near future.

The contributions of the non-operational members to the financial well-being of the volunteer system is significant. It is paramount that we preserve where possible the enthusiasm of this group of volunteers to continue the great work they do. A decision by the BOCC to modify the current year LOSAP service points would add great value in recognizing and assisting this group in meeting their LOSAP point obligations for 2020.

FISCAL IMPACT: No Significant Consequences; as most will still actually earn the 50 LOSAP points for 2020, thus getting the year LOSAP credit even without the requested modification.

CONCURRENCES: Director of Emergency Services, Chief Financial Officer

ALTERNATIVES: Not adopt the WCVFRA LOSAP Proposal and continue with current LOSAP procedures for the 2020 LOSAP Year.

ATTACHMENTS: WCVFRA LOSAP 2020 Service Year Modification Request, WCVFRA BOCC Letter



Washington County Volunteer Fire and Rescue Association

1501 Pennsylvania Avenue
Hagerstown, MD 21742
301-714-0812
www.wcvfr.org

April 20, 2020

To: Board of County Commissioners

RE: LOSAP Adjustment COVID-19

As you are all aware the Covid19 pandemic has been a stressful event on the community as a whole. As a result, the fire and rescue departments are feeling the same effects. These effects range from fundraising losses to the loss of the ability of members to obtain their LOSAP points. This will be the first of many communications to come from myself and the association asking for support of various items related to COVID-19. The LOSAP committee has been contacted by many company LOSAP coordinators in reference to the ability for the members to earn LOSAP points. While many of those who are responders to the calls will still have the ability to earn points they cap at ability to earn 40 points and the remaining 10 points for them is received from either attending meetings or assisting with fundraisers. Currently all meeting and fundraisers have been canceled thus eliminating the opportunity for them to earn the extra points to reach the minimum 50 points. The other group that has been hindered from earning points are the group of administrative personnel. These are the ones that don't run calls but often handle the business side of the fire and Ems service. This group's only avenue to earn points is to attend meetings and to assist with fundraisers. This group is what I would refer to as the silent group often working behind the scene to assure that departments have funding to survive. The canceling of meetings both company and committee meetings, fund raisers, and other events around the station has ultimately shut this group of members down.

It is imperative that we don't lose any members and do everything to keep them. As such the LOSAP committee made a proposal to the Executive Board of the Washington County Volunteer Fire and Rescue Association on April 7, 2020. The Executive Committee held a virtual meeting using ZOOM with the LOSAP Committee and the attached proposal was submitted. After discussion the Executive Committee voted unanimous to support their recommendation and to submit it to the Board of County Commissioners for approval.

I have attached their recommendation and would be happy to discuss this with each of you. Thank you for your time and consideration of this proposal.

Dale Fishack, President

Cc: Dave Hays, Director DES
Oley Griffith, Volunteer Fire and Rescue Coordinator

Attachment: LOSAP Committee proposal

COVID 19 - 2020

LOSAP Retention Proposal

to Maintain the Critical Infrastructure of Volunteer Fire/Rescue/EMS Volunteers

Whereas volunteers are essential in Washington County to for the critical responses in emergencies but also to manage, control, repair, and maintain the company owned apparatus, equipment, buildings and grounds of the volunteer companies located throughout the county. They do that by raising the millions of dollars each year that fuel the bulk of the volunteer company's budgets.

While it is true that it takes a combination of funding sources including the much appreciated and necessary funding from the Washington County Commissioners, the COVID 19 Emergency has strangled the ability of the volunteer companies to raise much needed funds to fully operate.

One of the most important and useful tools to keep volunteers active at the various stations is the Length of Service Awards Program (LOSAP). This tool has shown both here in Washington County and elsewhere in the state to keep administrative, fund raisers, building and maintenance committees, kitchen and food preparation and responding volunteers at the stations well into their 70's and beyond.

Due to the social distancing and event shutdowns mandated by the COVID 19 Emergency many volunteers have been unable to perform functions that would generate the necessary points to obtain a year of service in the LOSAP program and thus working on the assumption that this emergency will last far into the summer and fall, **we would like to propose that the Board of Washington County Commissioners authorize an additional year of service for those volunteers who were unable to earn the required 50 points in 2020 but who earned 50 points in 2019.**

In 2019, there were 749 volunteers who earned 50 points. Some of those will still be able to earn the additional year of service but many of the older administrative, fund raisers etc. may not be able to have sufficient duties to perform, or due to social distancing, meetings to attend, events to manage, or even be allowed into the station due to COVID 19 limits. In addition, the older members, who are at high risk of infection and fatality, may not and should not be actively participating outside of their home.

Starting in January of each year LOSAP Coordinators begin entering individual volunteer time into our LOSAP system. In 2019 they entered 32,608 entries for the year. By this point in 2019 they had entered 9,795 records. So far in 2020 they have entered 6,352 records. Although not all companies have reported only 322 volunteer time entries have been recorded since March 5, 2020.