

**BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY, MARYLAND**
Hagerstown, Maryland

November 14, 2017

INVOCATION AND PLEDGE OF ALLEGIANCE

The assemblage observed a moment of silence followed by the Pledge of Allegiance to the Flag.

CALL TO ORDER

President Terry L. Baker called the regular meeting of the Board of County Commissioners of Washington County, Maryland, to order at 10:06 a.m. at 100 West Washington Street, Room 1113, with the following members present: Vice President Jeffrey A. Cline and Commissioner Wayne K. Keefer. Commissioners John F. Barr and LeRoy E. Myers, Jr. were absent.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Keefer reported attending a service to honor veterans on November 11 in Hancock sponsored by Hospice of Washington County.

Commissioner Cline attended the dedication of the new Williamsport American Legion World War II monument on Veterans Day.

REPORTS FROM COUNTY STAFF

Purchasing Department – Contract Amendment

Brandi Naugle, Buyer, Purchasing, requested an amendment to PUR-1365, Swimming Pool/Wastewater Treatment Chemicals contract awarded by the County Commissioners on October 31, 2017. Item #13 – Potassium Permanganate to Brenntag Northeast, Inc., of Reading, Pennsylvania, at the unit price of \$3.42/pound is requested to be added to the contract.

Commissioner Cline, seconded by Keefer, moved to approve the addition of Item #13 to the Swimming Pool/Wastewater Treatment Chemicals contract as presented. The motion passed unanimously (3-0, Commissioners Barr and Myers were absent.)

Hagerstown Regional Airport

Phil Ridenour, Director, Hagerstown Regional Airport, requested permission to use the Airport for two non-aeronautical-related events. The Federal Aviation Administration requires the consent of the County Commissioners for such events. The first is a Volvo/Prevost Motor Coach Ride and Drive event on April 26, 2018 that will result in a \$5,000 donation from Volvo toward the second event, the Wings & Wheels Expo on September 8, 2018. The Commissioners gave their consensus approval to both events.

County Administrator

County Administrator Rob Slocum reported that the County Commissioners received a letter from the Board of Education (BOE) requesting a supplemental agreement to the

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downtown Urban Improvement Project. The supplemental agreement is needed to show the Historic District Commission (HDC) that funding for the UIP has been fully committed and that the BOE and Commissioners are moving forward with the project. The agreement must be signed by November 30, 2017.

CITIZENS' PARTICIPATION

There were no citizens present who wished to participate.

INTERGOVERNMENTAL COOPERATIVE PURCHASE – HAGERSTOWN REGIONAL AIRPORT

Brandi Naugle, Buyer, Purchasing, and Phil Ridenour, Director, Hagerstown Regional Airport, recommended approval by Resolution of the purchase and upgrade of wireless technology for the Virtual Perimeter Monitoring Systems (PUR-1343) from Skyline Technology Solutions of Glen Burnie, Maryland, at the contracted unit prices totaling \$149,883.18 based on the contract awarded by Carroll County Government. Acquisition of the equipment using the Carroll County Government's contract eliminates the County's bid process and results in administrative efficiencies for the Hagerstown Regional Airport and the Purchasing Department as well as overall better pricing. The contract term is effective from September 1, 2017 through August 31, 2018.

Commissioner Cline, seconded by Keefer, moved to award the purchase and upgrade of wireless technology for the Virtual Perimeter Monitoring Systems from Skyline Technology Solutions of Glen Burnie, Maryland, at the contracted unit prices totaling \$149,883.18 based on the contract awarded by Carroll County Government as presented. The motion passed unanimously. (3-0, Commissioners Barr and Myers were absent.) (Resolution No. RS-2017-22 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is located in the County Commissioners' Office.)

CONTRACT AWARD – HAULING OF SCRAP TIRES

Brandi Naugle and Dave Mason, Deputy Director, Environmental Management, requested award of the contract for the Hauling of Scrap Tires (PUR-1364) to the responsible, responsive bidder, Emanuel Tire Company of Baltimore, Maryland, based on estimated annual quantities at unit costs for \$13,600. Ms. Naugle indicated that the contract is for one year with an option by the County to renew for up to three additional consecutive one-year periods. The contract will tentatively commence on January 1, 2018.

Commissioner Keefer, seconded by Cline, moved to award the contract for the Hauling of Scrap Tires to the responsible, responsive bidder, Emanuel Tire Company of Baltimore, Maryland, based on estimated annual quantities at unit costs for \$13,600 as presented. The motion passed unanimously. (3-0, Commissioners Barr and Myers were absent.)

CHANGE ORDER – WILLIAMSPORT PUMP STATION UPGRADES

Mark Bradshaw, Deputy Director, Environmental Management, requested approval of Change Order #2 for \$87,997.78 to Callas Contractors, Inc. for upgrades at the

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Williamsport Pump Station. Mr. Bradshaw stated that during the installation of the Variable Frequency Drives (VFDs), it was discovered that the location on the plans would not comply with the electrical code for clear space. The VFDs had to be relocated along with additional equipment. In addition, the existing controller would not work with the new VFDs. New Toshiba drives had to be purchased and a new controller installed. There are adequate funds in the budget to cover the change order according to Mr. Bradshaw.

Commissioner Cline, seconded by Keefer, moved to approve Change Order #2 for \$87,997.78 to Callas Contractors, Inc. for upgrades at the Williamsport Pump Station as presented. The motion passed unanimously. (3-0, Commissioners Barr and Myers were absent.)

PRESENTATION OF YOUTH MERITORIOUS AWARDS – NOVEMBER 2017

The Commissioners presented certificates of merit to students selected by the Washington County Office of Community Grant Management (OCGM) for their scholastic achievement, leadership qualities, community service performed or other positive contributions to their school or community. The following students received November 2017 Youth Meritorious Awards: Taylor Shay of Northern Middle School and Megan Domenico and Morgan Domenico of Smithsburg High School. Each student received a Washington County lapel pin from the Commissioners and a \$100 Staples gift card from the OCGM. The Commissioners commended the students for their achievements and families for their support.

CONVEYANCE OF REAL PROPERTY TO CARMEL ENTERPRISES, LLC

Susan Small, Real Property Administrator, Engineering, recommended the adoption of an ordinance declaring 4,815 square feet, more or less, situate in Election District No. 25, along the northwesterly and northeasterly sides of North Jonathan Street in the City of Hagerstown, as surplus property and to approve the conveyance of same. Ms. Small stated that the property is not needed for public use and is being conveyed in exchange for a parcel of land from Carmel Enterprises, LLC, in equal size, which is contiguous with the County-owned parcel that is needed for a proposed parking lot for the County.

Commissioner Keefer, seconded by Cline, moved to adopt an ordinance declaring 4,815 square feet, more or less, situate in Election District No. 25, along the northwesterly and northeasterly sides of North Jonathan Street in the City of Hagerstown, as surplus property, to approve the conveyance of same and authorize the execution of the necessary documentation to finalize the conveyance. The motion passed unanimously. (3-0, Commissioners Barr and Myers were absent.) (Ordinance No. ORD-12017-17 is recorded among the Acts, Ordinances and Resolutions of Washington County and the original is located in the County Commissioners' Office.)

ECONOMIC DEVELOPMENT COMMISSION - EXPENSE ACCOUNT

County Administrator Rob Slocum presented the recommendation to provide a business expense account for the Economic Development Commission (EDC). A \$500 account

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would be established for each of the six Executive Board members and a \$250 account for each of the six Board members for a total of \$4,500. The funds would be used for networking, conferences, meals, travel and seminars that would benefit the County in economic development. Expense approval would be determined by the Executive Board. The EDC is charged with strategic priorities such as attracting new businesses to Washington County and facilitating workforce development for existing and target businesses. The Commissioners discussed the recommendation. Commissioner Keefer favored the proposal in that it would assist with economic development efforts. A consensus was reached to discuss the recommendation when Commissioners Barr and Myers are present.

PROGRESS ON LEGAL RECOMMENDATIONS

Rob Slocum discussed the progress of legal recommendations to improve various County duties and obligations to citizens and staff. He reviewed the recommendations that include enforcing the County's procedure for confidentially receiving, investigating and resolving employee complaints; updating the County's harassment policy and employees' training on that policy and the whistleblower policy; that Commissioner Myers, all Commissioners and senior staff will receive management training on workplace expectations and protocols to promote increased workplace productivity and professionalism; that the County's Telecommunications Policy and Ethics Policy will be reviewed; that certain recommendations would be made to update the Ethics Ordinance; and that a policy regarding the use of private cell phones in closed session and a media relations policy to streamline media inquiries be implemented. Many of the recommendations will be addressed through updated and reorganized policies to be presented to the County Commissioners on November 28. Mr. Slocum stated that all recommendations should provide clear and consistent guidance to staff, thereby providing the best possible work environment, saving County resources and improving efficiency.

CONVENE IN CLOSED SESSION

Commissioner Keefer, seconded by Cline, moved to convene in closed session at 10:51 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, in accordance with Section 3-305(b)(1) of the General Provisions Article of the Annotated Code of Maryland. The motion passed unanimously. (3-0, Commissioners Barr and Myers were absent.)

In closed session, the Commissioners discussed the potential appointment of certain individuals to County boards or commissions and the filling of certain vacancies in a County department. The Commissioners provided staff with direction concerning same. The Commissioners also discussed certain wage and benefit matters concerning personnel and provided staff with direction concerning potential personnel actions over which it has jurisdiction.

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Present during closed session were Commissioners Terry L. Baker, Jeffrey A. Cline and Wayne K. Keefer. Also present were Robert J. Slocum, County Administrator; Vicki C. Lumm, County Clerk; Kirk C. Downey, Deputy County Attorney; and at various times Stephanie Stone, Director, and Debra Peyton, Benefits Administrator, Health and Human Services; Kim Edlund, Director, Budget and Finance; Dan DiVito, Deputy Director, Environmental Management; Corinne Guglielmini, Executive Director, Housing Authority; and Phil Ridenour, Director, Hagerstown Regional Airport.

ADJOURNMENT

The closed session meeting adjourned at 12:17 p.m.



Robert J. Slocum, County Administrator



Kirk C. Downey, Deputy County Attorney



Vicki C. Lumm, County Clerk