

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

March 13, 2018

INVOCATION AND PLEDGE OF ALLEGIANCE

Commissioner Barr offered the Invocation followed by the Pledge of Allegiance to the Flag by the full assemblage.

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 Commissioners John F. Barr, Wayne K. Keefer and LeRoy E. Myers, Jr.

APPROVAL OF MINUTES – FEBRUARY 27, 2018 AND MARCH 6, 2018

Commissioner Barr, seconded by Myers, moved to approve the minutes of February 27, 2018. The motion passed unanimously.

Commissioner Barr, seconded by Myers, moved to approve the minutes of March 6, 2018. The motion passed unanimously.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Keefer stated that he participated in ride-alongs with Community Rescue Service and the Washington County Sheriff's Department. Commissioner Keefer shared that both experiences proved to be insightful, and he thanked both agencies for all they do.

Commissioner Cline thanked the County staff who volunteered their time at the Home Builders Association Home Show. In addition, he showed appreciation for the Public Relations staff for promoting and supporting County staff, as well as the image of County Government. Commissioner Cline also expressed concern regarding the new County training center and the possibility of a recreation center at the same location. He requested to see the budget and the concept for the facility.

Commissioner Barr stated he continues to attend the Maryland Association of Counties legislative meetings in Annapolis, reviewing legislative items with local and statewide impact.

REPORTS FROM COUNTY STAFF

Chief Operations Officer Jim Hovis introduced and welcomed the new Executive Director for the Community Free Clinic, Michele Goldman. The Commissioners welcome her to the County. Robin Roberson, former Executive Director, was presented with a Certificate of Recognition by President Baker; the Commissioners thanked her for her service and wished her well in her future endeavors.

March 13, 2018

Page 2

Jim Sterling, Director of Public Works, and Rick Curry, Director of Purchasing, requested authorization for Jim Sterling, as primary, and Rick Curry, as secondary, to sign on behalf of the County Commissioners for the Natural Gas Contract with the Board of Education. The Board of Education will be the lead procurement agent and it would be the County's intent to piggy-back on that contract.

Commissioner Barr, seconded by Myers, moved to approve the request as presented. The motion passed unanimously.

County Administrator

Rob Slocum thanked staff for participating in the Home Show. Additionally, Mr. Slocum discussed further details regarding the County Training Facility. He confirmed that there is funding allocated in Fiscal Year 2019 for the study. He stated that it would be beneficial to bring together further information, such as conceptual drawings, but noted that there has been no engineering or design money spent to date. Additionally, he remarked that both Sheriff Mullendore and Emergency Services Director David Hays have been involved with the planning stage of the 49-acre site. He would like to complete a study during this stage, and once further information is obtained, he will present it to the Board of County Commissioners.

Emergency Services

David Hays briefed the Commissioners on the Firefighter Staff Initiative. March is the first month in which they have been able to deploy the new staff, and noted that the Division currently has more than 300 hours of County staff deployed in the volunteer stations. Director Hays will keep the Commissioners updated on the progress.

Appointments to Boards and Commissions – Ethics Commission

Commissioner Barr, seconded by Myers, moved to appoint Michelle Elzie and Steven Swayne to serve first, three-year terms through March 31, 2021; to appoint Alan Levin to serve an unexpired term through September 30, 2018; and to reappoint Brian Kane as the attorney member to a fourth, three-year term retroactive to October 1, 2017 through September 30, 2020, to the Washington County Ethics Commission. The motion passed unanimously.

CITIZENS' PARTICIPATION

No citizens desired to participate in the meeting.

PRESENTATION OF THE FISCAL YEAR 2019 SHERIFF'S DEPARTMENT BUDGET REQUESTS

Sheriff Doug Mullendore presented an overview for budgets within the Sheriff's Department to include Judicial, Process Servers, Patrol, Central Booking, Detention Center, Day Reporting Center, and Narcotics Task Force divisions. In the overview, he requested a total of \$32,068,850 for fiscal year 2019 (FY19), which is an increase of \$2,720,310 or 9.27% over Fiscal Year 2018 (FY18).

March 13, 2018

Page 3

Judicial – Requesting \$2,768,290: increasing wages and benefits a total of \$247,580 and 10.40%; personnel requests totaling \$48,670 for overtime; remaining is proposed COLA and benefits. Operating increase is \$3,170 related to the increase in insurance and gasoline; \$2,430 to replace 5 shotguns.

Process Servers – Requesting \$155,810: increasing wages and benefits for a total of \$11,530 and 8.34%, to include a proposed COLA and rate increase for process servers. Operating increase is \$390 due to increase in gasoline cost.

Patrol – Requesting \$12,245,280: wages and benefits are increasing by \$945,910 or 10.34%; \$406,940 for three cadets, to hire replacement deputies one year in advance of retirements, and to increase overtime wages related to monitoring speed cameras; operating expenses requested increased by \$919,310 or 83.05% and are mostly related to the speed camera fees of \$840,000; \$27,690 for uniforms and for gasoline increases; \$58,510 for bullet proof vests, tasers, radar units and a laser unit; \$46,310 for a new vehicle; and \$22,000 for replacing the roof on a 7-bay garage.

Central Booking – Requesting \$942,740: increasing wages and benefits for a total of \$26,920. Operating expenses requested increased by \$3,100 or 21.12% and are mostly related to installing flush valves in cells to prevent unruly inmates from flooding cells; \$26,200 increase for a palm and fingerprint live scan system.

Detention Center – Requesting \$14,596,780: increasing wages and benefits for a total of \$359,020 due to a proposed increase of COLA. Operating expenses requested increased by \$62,400 or 2.01% and are mostly related to medical costs and food costs per contracts.

Day Reporting Center - Requesting \$552,760: increasing wages and benefits for a total of \$7,000 or 5.05% as a result of a mid-year adjustment and proposed COLA. Operating expenses decreased by \$27,760 or 8.04% due to less expensive contract costs for therapists, clinicians, and support staff. \$20,950 is requested for keyless access system for security doors.

Narcotics Task Force – Requesting \$807,190: increasing wages and benefits for a total of \$17,850 or 4.0% due to mid-year adjustment and proposed COLA. Operating expenses requested increased by \$26,660 or 9.47%.

CONTRACT AWARD - ANTIETAM WASTEWATER TREATMENT PLANT UPGRADE

Rick Curry, Director of Purchasing, and Mark Bradshaw, Deputy Director of Environmental Management, requested approval to award the contract for the Antietam Wastewater Treatment Plant Upgrade (PUR-1268) project to the responsible, responsive bidder, Johnston Construction Company, of Dover, Pennsylvania, for \$581,836.00 for (Item Nos. 1 through 22 and Plus Contingent Items C1 through C3) and to approve a Budget Transfer Request of \$150,000.00 from 32-42010-LIN041 to 32-42010-TRP017.

March 13, 2018

Page 4

Mr. Curry stated that Johnston Construction Company's bid contained a numerical error on line item number 9; showing \$10,040 in numbers but \$100,040 in words. Per the Form of Proposal (PUR-1268), Page 9, Section 1, it states "Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern." The total bid amount in words reads "five hundred eighty-one thousand, eight hundred thirty-six dollars."

Commissioner Myers, seconded by Keefer, moved to award the contract for the Antietam Wastewater Treatment Plant Upgrade to the responsible, responsive bidder, Johnston Construction Company of Dover, Pennsylvania, for \$581,836.00 as presented and to approve the budget transfer request in the amount of \$150,000.00 from 32-42010-LIN041 to 32-42010-TRP017, also as presented. The motion passed unanimously.

PRESENTATION OF THE FISCAL YEAR 2019 PERSONNEL REQUESTS

Stephanie Stone, Director of Health and Human Services, and Sara Greaves, Chief Financial Officer, presented personnel requests for FY19 that included Budget and Finance- \$56,241; Sheriff's Department - \$463,850; Emergency Services - \$343,610; Highway Department - \$7,800; Solid Waste Department - \$129,926; Water Quality Department - \$49,008; and Airport - \$22,154.

Budget and Finance - Requesting that a full-time Mail Processor position, which was eliminated last budget cycle and duties shifted to Purchasing Department, \$56,241 wages and benefits. Recommendation is to deny request.

Sheriff's Department

Judicial - Requesting to increase overtime partly due to judges holding court into evening hours and due to evening meetings requiring deputy services - \$48,670 wages and benefits. Recommendation is to approve \$48,670.

Process Servers - Requesting an increase in the hourly rate for two (2) part-time Civil process servers working 28 hours per week (from \$17.37 to \$20.00) due to increased workload and dangerous situations - \$8,240 wages and benefits. Recommendation is to approve \$8,240.

Patrol - Requesting three (3) new Cadet deputy positions - \$145,500 wages and benefits. Recommendation is to approve \$48,500 for one (1) cadet position.

Also requesting to hire replacement deputies one year in advance for those leaving in the DROP program - \$244,490. Recommendation is to approve \$183,368 for nine (9) months in advance.

Also requesting an increase in overtime to monitor / approve the speed camera citations - \$16,950 wages and benefits. Recommendation is to approve \$16,950.

March 13, 2018

Page 5

Emergency Communications/911 - Requesting four (4) new Call Takers to aid in replacing or covering full-time staff who are out on extended illness or leave - \$237,792 wages and benefits. Recommendation is to approve \$118,896 for two (2) Call Takers.

Emergency Services Operations – Requesting full-time EMS Quality Insurance Officer to support the Assistant Director - \$84,762 wages and benefits. Recommendation is to deny the request.

Also requesting to move the current EMS Medical Director position from a contractual position to a part-time position - \$2,168 wages and benefits. Recommendation is to approve \$2,168.

Emergency Management - Requesting to hire a part-time Emergency Management Support person to assist with Emergency Management duties - \$18,888 wages and benefits. Recommendation is to deny the request.

Parks and Facilities – Requesting an increase in seasonal staff hours for daily and weekend County athletic field maintenance - \$16,610 wages and benefits. Recommendation is to approve \$16,610.

Highway Department – Requesting additional personnel, MEO III, needed for Storm Water Management, Clean Initiative (this is a mandated expense and will be paid for through project DNG039 Stormwater Retrofits in Capital Improvement Plan) - \$0

Also requesting to hire an inmate guard to provide service to the municipalities - \$7,800 wages and benefits. Recommendation is to approve \$7,800 for the position.

Solid Waste – Requesting an additional Solid Waste Equipment Operator to assist with daily operations - \$69,238 wages and benefits. Recommendation is to approve \$69,238 for the position.

Also requesting an additional Weigh Clerk - \$60,688 wages and benefits. Recommendation is to deny the request.

Utility Administration – Requesting to utilize the internship positions to aid County staff in completing mapping required of the County's drainage system infrastructure in order to comply with the County's NPDES Permit requirements - \$7,745 wages and benefits. Recommendation is to approve \$7,745 for the positions.

Water Quality- Requesting to start an apprentice program for Water and Wastewater Operators - \$41,263 wages and benefits. Recommendation is to approve \$41,263.

Airport – request to hire an Airfield Mtc Worker/Firefighter, part-time due to increase workload on full-time staff - \$22,154 wages and benefits. Recommendation is to approve \$22,154 for the position.

March 13, 2018

Page 6

CONVENE IN CLOSED SESSION

Commissioner Myers, seconded by Barr, moved to convene in closed session at 11:12 A.M. to discuss 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; or to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State, in accordance with Section 3-305(b) (1) and (4) of the General Provisions Article of the Annotated Code of Maryland. The motion passed unanimously.

(Commissioner LeRoy Myers left the meeting room at 11:19 A.M.)

In closed session, the Commissioners discussed certain vacancies on a County board or commission over which the Commissioners have appointing authority and discussed certain vacancies in County personnel positions. They directed staff to undertake certain steps regarding the filling of the vacancies. They also discussed a matter involving a business organization's efforts to expand or remain in the State and directed staff to take certain actions relating thereto.

Present during closed session were Commissioners Terry L. Baker, Jeffrey A. Cline, John F. Barr and Wayne K. Keefer. Also present were Robert J. Slocum, County Administrator; Krista L. Hart, Executive Assistant; Kirk C. Downey, Deputy County Attorney; and at various times Commissioner LeRoy E. Myers, Jr.; Stephanie Stone, Director, Health and Human Services; Jim Sterling, Director, Public Works; Kassie Lewis, Director of Business Development; and Debra Peyton, Deputy Director, Health and Human Services.

RECONVENED IN OPEN SESSION

Commissioner Barr, seconded by Keefer, moved to reconvene in Open Session at 12:29 P.M. The motion passed unanimously. (4-0, Commissioner Myers was absent.)

REZONING APPLICATION SCHEDULE

Stephen Goodrich, Director of Planning and Zoning, presented a proposal to accept and process rezoning applications on an as-needed or rolling basis. Mr. Goodrich explained current process of accepting rezoning applications only twice a year. As further alternatives, Mr. Goodrich presented options including: a) retention of the current two cycles per year; b) retention of the current two cycles per year with waiver criteria for special or urgent circumstances or c) add one or two additional cycles for a total of three or four per year. If as-needed process or additional cycles are added, a cost for advertising will be incurred. Commissioner Barr asked Mr. Goodrich to verify that the advertising cost is covered in the permit fee by applicant.

The Commissioners agreed to consider the request and directed staff to bring the matter back in an upcoming meeting.

March 13, 2018

Page 7

RECESS

The Commissioners recessed at 12:42 P.M.

EVENING MEETING – TOWN OF BOONSBORO

An evening meeting of Board of County Commissioners of Washington County, Maryland, was held at Charles F. Kauffman Meeting Chambers, 21 North Main Street, Boonsboro, Maryland.

INVOCATION AND PLEDGE OF ALLEGIANCE

Commissioner Barr offered the Invocation, followed by the Pledge of Allegiance to the Flag by the full assemblage.

CALL TO ORDER

President Terry L. Baker called the meeting to order at 7:06 p.m. with the following members present: Vice President Jeffrey A. Cline and Commissioners John F. Barr and Wayne K. Keefer. Commissioner LeRoy E. Myers, Jr. was absent.

MAYOR AND COUNCIL'S REPORTS AND COMMENTS

Mayor Howard Long thanked the Commissioners and staff for attending the meeting and introduced members of the Town Council. In attendance were Cindy Kauffman, Assistant Mayor, and Council Members Rick Byrd, Marilee Kerns, Brigitte Schmidt and Terry Davis.

Mayor Long shared a letter of request for the Commissioners' review. The Mayor reviewed several subjects, including: 1) Grant Funding Support, including the Program Open Space Funding and the Appalachian Regional Commission requests, as both sources of funds are instrumental in enabling the Town to address infrastructure and recreational needs of the south Washington County community; 2) County Inmate Program – previously, the Town paid approximately \$200-\$300 for inmate and guard services; now the Town pays approximately \$1,100 monthly for needed maintenance work. They request reimplementing of the twice weekly inmate program since it was reduced in May 2016. County Administrator Rob Slocum stated that there is a personnel request for an additional inmate crew guard; 3) Stormwater Discharge (MS4 Permit) – the Town requests continued guidance and support. Administrator Slocum added that there is also a personnel request for MEO III, for Stormwater Management (Clean Initiative); 4) Schools – the Town has requested consideration for a South County Elementary School to assist with overpopulation in schools. Mayor Long explained that King Road Associates continues to hold a parcel for a future elementary school, near King Road and Md. Route 67. Administrator Slocum advised the council that during the next two (2) fiscal years (FY), there is a budget amount of over \$1 million each for the Board of Education (BOE) from FY18. In addition, there is \$4 million per year which would allow the BOE to reach the maximum state potential for matching funds; which is a 29% match for local funds; 5) Transportation – there is a request to have County Commuter service established in Boonsboro, perhaps as a 6-month trial period. Commissioner Barr recommended that a meeting be scheduled between President Baker, Keven Cerrone, Director of Transit, and

March 13, 2018

Page 8

Mayor Long to open discussion for commuter service; and 6) Growth – appreciation is given for continued support of economic development within the Town; request is made that high priority be given to road improvements, public safety, and school capacity.

Assistant Mayor Cindy Kauffman asked for assistance in finding a resolution for water runoff on Lakin Avenue, as previously discussed with County personnel. Mayor Long stated that they were unsuccessful in obtaining permission from the resident regarding the easement. He states that once the resident agrees, the County has agreed to pave it. Administrator Slocum will have Scott Hobbs, Director of Engineering, aid in finding a resolution, as well as establish a County service request.

COMMISSIONERS REPORTS AND COMMENTS

President Baker thanked the Town of Boonsboro for hosting the meeting. He noted that former County Administrator Greg Murray supported evening meetings with the municipalities. Commissioner Baker feels that the meetings are very successful in providing opportunities to meet citizens and listen to their concerns. President Baker also recognized the candidates running for County Commissioner who attended the meeting.

Vice President Cline thanked the Town for hosting the meeting. Commissioner Cline stated that on this date three years ago, then-Commissioner Bill Wivell was designated by Governor Hogan to be Boonsboro's Delegate. Commissioner Cline offered his congratulations to now Delegate Wivell for the support provided to the Town of Boonsboro. In addition, Commissioner Cline stated that on this date, his brother Mike Cline was commissioned as an Assistant Minister with the Boonsboro First Christian Church across from Boonsboro Town Hall.

Commissioner Keefer thanked the Mayor and Town Council for allowing the Commissioners to use their meeting room for the evening. Commissioner Keefer thanked Bob Sweeney for assistance provided to him during his start in politics, and for his guidance and wisdom. In addition, Commissioner Keefer added that his grandmother, who is part of the Divel Family, grew up in Boonsboro, stating that they owned Marshal Divel Honey in Boonsboro.

Commissioner Barr stated he has graduated from all three schools in Boonsboro, of which he is very proud, and shared his appreciation for the citizens.

President Baker presented a Certificate of Recognition to Vickie Messner for her volunteer services within the Town of Boonsboro and efforts with the Town's Economic Development Commission, the Boonsboro Historical Society, and the National Road Heritage Foundation.

REPORTS FROM COUNTY STAFF

Engineering – Bottom Road Reimbursement from State Highway Administration

Scott Hobbs, Director, Washington County Division of Engineering, confirmed that he fully intends to revisit Lakin Avenue with Mayor Long. Mr. Hobbs updated the

March 13, 2018

Page 9

Commissioners on the status of the Bottom Road drainage project and requested that the Board of County Commissioners agree to accept an award of reimbursement from State Highway Administration in the amount of approximately \$20,000 as a contribution.

Commissioner Barr, seconded by Keefer, moved to accept the reimbursement in the amount of \$20,000 for the completion of the Bottom Road Capital project from the State Highway Administration. The motion passed unanimously. (4-0, Commissioner Myers was absent).

Construction

Rich Eichelberger, Director, Washington County Division of Construction, provided the Commissioners with an update on the Accela software upgrade. He stated that the next step of the upgrade process would allow push notifications to be sent to applicants or residents notifying them of their inspection status and/or an estimated time of arrival for the inspector.

Emergency Services

David Hays, Director of Emergency Services, took the opportunity to brief the Commissioners on the Firefighter Staff Initiative, stating that Potomac Valley in South County was one of the departments needing the staffing assistance. He stated that they currently provide more than 300 hours of staffing time in the volunteer stations due to the initiatives that the Commissioners established in the current budget--a significant step that was originally unfunded in the beginning of the FY18 budget. Currently, Potomac Valley is receiving staffing upon request, providing support that was much needed. Director Hays also referenced a significant apartment fire that occurred last evening in Hagerstown for which the Division's eight full time firefighters played a successful role in contributing to the rescue of a 5-year-old child and the firefighting and extinguishment efforts.

Chief Operations Officer Jim Hovis reminded the Mayor and Town Council that the application process for the Appalachian Regional Commission is coming to an end and they need to have their applications in to the Grant Management office. Also, the Gaming Commission will open its funding cycle April 1; he encourages small, non-profits to apply.

County Administrator Rob Slocum congratulated residents and students of Boonsboro in their success at the Mathcounts competition this past February. In addition, Mr. Slocum thanked all County staff who attended the evening meeting; as well as former County Administrator Greg Murray.

CITIZENS PARTICIPATION

Donny Ravas, of 161 Brynwood Street, Hagerstown, President of Hagerstown TEA Party, stated that approximately four years ago, the Hagerstown TEA Party started a scholarship program for High School seniors and stated that Boonsboro students have received the scholarship for the last two years of the program.

March 13, 2018

Page 10

Kathy Vesely, of 101 Redfern Place, Boonsboro, Chairperson of the Environmental Commission, thanked the Commissioners for signing the letter to Governor Hogan regarding the pipeline project.

Bridget Schmidt, 304 Chieftan Lane, Boonsboro, Boonsboro Town Council wished to thank the Commissioners for attending. Also, she stated that the Environmental Commission is preparing to celebrate the fifth year of having the Environmental Commission in Western Maryland and noted that Boonsboro is the first municipality to achieve Sustainable Maryland Certification.

Courtney Hirsh, 19431 Garretts Mill Road, Knoxville, President of First Hose Company of Boonsboro, on behalf of Vice President Ed Williams and Fire Chief Oley Griffith, welcomed the Commissioners to Boonsboro. Additionally, he thanked the Commissioners for their involvement in the volunteer programs of Washington County and thanked the members of Fire Company 6 and 8, as well as all County fire company's members, for their service.

Oley Griffith, 5832 Clevelandtown Road, Boonsboro, Fire Chief, and Ed Williams, Vice President of First Hose Company of Boonsboro, made reference to a loan issued to First Hose Company of Boonsboro by Washington County for replacement of an engine tanker. It was their understanding that this loan would be forgiven during Phase 2 of the Fire Plan for fleet replacement in South County. The Commissioners agreed that County staff, Chief Griffith, and Vice President Williams will discuss options for a mutual resolution.

ADJOURNMENT

Commissioner Barr, seconded by Cline, moved to adjourn at 8:09 P.M. The motion passed unanimously. (4-0, Commissioner Myers was absent.)



Robert J. Slocum, County Administrator



Kirk C. Downey, Deputy County Attorney



Krista L. Hart, Executive Assistant