

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

April 24, 2018

The County Commissioners attended the Washington County Gives kick-off at 8:00 a.m. at The Herald Mail Press Room, 100 Summit Avenue, Hagerstown, and a tree planting in celebration of Earth Day at 9:15 a.m. at Fountaindale Elementary, 901 Northern Avenue, Hagerstown.

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 10:15 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 – APRIL 10, 2018 AND APRIL 20, 2018

Commissioner Barr, seconded by Myers, moved to approve the minutes of April 10, 2018. The motion passed unanimously.

Commissioner Keefer, seconded by Barr, moved to approve the minutes of April 20, 2018. The motion passed unanimously.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Keefer reported attending the 30th annual Congressional Fire Services Institute banquet in Washington, D.C. with local students of the Fire and Rescue Academy. The Kimble family from Williamsport led the Pledge of Allegiance and Children's Village founder Mike Weller won the Dr. Anne W. Phillips Award for leadership in fire safety education.

Commissioner Barr attended the Barbara Ingram School for the Arts' production of Hairspray at the Maryland Theatre which he thoroughly enjoyed. Mr. Barr attended a reception at the Museum of Fine Arts for Maryland's First Lady Yumi Hogan's art work. She was accompanied by her husband, Governor Larry Hogan, and Lieutenant Governor Boyd Rutherford and his wife. Commissioner Barr attended the Hagerstown Community College (HCC) tribute to local architect Brent Feight, which raised funds for HCC scholarships. Mr. Barr shared a newspaper article from Daytona Beach, Florida, regarding its school system and funding more school resource officers.

Commissioner Baker attended a meeting of the Social Services Board. He also noted that the Teacher of the Year award would be presented during a banquet on April 25.

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CITIZENS' PARTICIPATION

Donny Ravas, County Commissioner candidate, requested information on the status of the Day Reporting Center. He suggested that the user fees should be higher than \$5.

REPORTS FROM COUNTY STAFF

Grant Management

Susan Buchanan, Director, Grant Management, advised the Commissioners that the Sharpsburg Volunteer Fire Company was awarded a \$1,960 grant from the County's General Contingency Fund for partial costs toward the replacement of a fire hose that was an unexpected expense. The company will pay the remaining costs from its small equipment budget.

Public Works

Jim Sterling, Director, reported that the amount previously paid for natural gas was \$0.447 per therm, but last week's bid through Washington Gas and Energy came in at \$0.397 per therm, a savings of 12% or approximately \$20,000 per year.

Chief Operations Officer

Jim Hovis, Chief Operations Officer, reported receiving positive comments from a citizen relating to County staff that went above and beyond to assist a family in the Williamsport area with various plumbing issues.

County Administrator

County Administrator Rob Slocum mentioned the Washington County Gives Campaign that will be held May 1 and this morning's tree planting at Fountaindale Elementary School held in recognition of Earth Day. He stated that the Commissioners would be meeting with the Board of Education on May 1 with discussions to include findings of the School Safety Task Force. He reminded citizens of the County's May 15 budget hearing at HCC's Kepler Theatre.

YOUTH MERITORIOUS AWARDS – APRIL 2018

The Commissioners presented certificates of merit to Gretchen Stenger of Clear Spring High School and Lauren Moore of Boonsboro High School who were selected by the Washington County Office of Grant Management (OGM) to receive April 2018 Youth Meritorious Awards. The award recognizes scholastic achievement, leadership qualities, community service performed or other positive contributions to a student's school or community. The students received a Washington County lapel pin from the Commissioners and a \$100 Office Max gift card from the OGM. The Commissioners commended the students for their achievements and the families for their support.

PUBLIC HEARING - PROPOSED MODIFICATION OF WATER AND SEWER RATES FOR FISCAL YEAR 2019

President Baker convened a public hearing at 10:45 a.m. to obtain public comment regarding the proposed modification of water and sewer rates for Fiscal Year 2019.

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Mr. Baker reviewed the procedures for the public hearing. Dan DiVito, Deputy Director of Operations, Environmental Management, and Sara Greaves, Chief Financial Officer, discussed the proposed increase in water and sewer revenue necessary to facilitate the Department of Water Quality's long-range financial plan. Ms. Greaves advised that the average residential customer would see a 3.5% increase or \$5.60 per quarter for sewer services and a 3.5% increase or \$6.00 per quarter for water services. Similar increases are proposed for other user classes. Water and sewer funds are enterprise funds that are self-supporting. Ms. Greaves indicated that the sewer fund continues to use a fund balance of \$2.7 million and the water fund \$449,000 to balance the fund. Mr. DiVito recognized County employees that assisted with gathering data for the proposal and discussed why water and sewer services have to look to the future.

The hearing was opened for public comment. There were no individuals present that desired to offer comments.

The meeting was opened for discussion by the Commissioners. Referring to today's article in The Herald-Mail, Commissioner Keefer requested information on the thirteen non-State mandated water and sewer projects and the upgrade at the Conococheague Wastewater Treatment Plant. Mr. DiVito and Mark Bradshaw, Deputy Director, Water Quality, described issues that must be addressed such as capacity and infrastructure upgrades, equipment failure and inflow and infiltration work. The Conococheague project was a State-mandated upgrade project. Several State grant funds are also received toward projects. Commissioner Baker asked when the fees would remain constant or decline. Ms. Greaves indicated that the ten-year rate model projects some evening-out in future years but no one can predict what mandates or other costs may occur. Commissioner Cline asked about bio-mag technology.

The Public Hearing was closed at 11:03 a.m. The Commissioners expressed their desire to obtain additional public comment on the proposal during the May 15 budget hearing.

PUBLIC HEARING – PROPOSED ESTABLISHMENT AND MODIFICATION TO CERTAIN LANDFILL USER FEES FOR FISCAL YEAR 2019

President Baker convened a public hearing at 11:04 a.m. to obtain public comment regarding the proposed modification of certain landfill user fees for Fiscal Year 2019. Mr. Baker reviewed the procedures for the public hearing. Dave Mason, Deputy Director of Solid Waste, and Sara Greaves discussed the proposal. The proposed fee schedule as presented is one component of the overall proposal to help address the projected Fiscal Year 2019 Solid Waste operation budget shortfall. Ms. Greaves indicated that the change in fees will increase revenue by \$439,920. The total budget increase is 16.4% or \$1.1 million. Demands of the self-supporting fund require an increase in fees to support the expenditures. The last rate increase occurred in 2012. The FY19 landfill fees are proposed to increase by 7.23% (\$6,605,780), which includes 7.12% in tipping fees (\$372,620) and 17.14% in mulch/compost-taxable sales (\$6,000). Residential permits are proposed to increase by \$10 to \$140. Landfill permit fees would increase by 7.56% (\$67,300) while

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licensing fees for commercial haulers and recycling fees would remain the same. Several new fees are being proposed such as a tipping fee of \$20 per ton for clean fill dirt versus the current \$75 per ton rubble rate, a \$10 mattress disposal fee and a \$52 tipping fee for recyclables to be accepted without a permit.

The hearing was opened for public comment. There were no individuals present that desired to offer comments.

The meeting was opened for discussion by the Commissioners. Commissioner Cline asked whether the lower commercial hauling rate approved in 2017 had generated additional business. Mr. Mason stated that some increase in consumer business has occurred but the City of Hagerstown chose to use Waste Management as its provider since it offered a cut-rate price and has a nearby site. Commissioner Cline suggested not charging a fee for the disposal of mattresses due to the possibility of increased dumping. Rob Slocum referred to the Clean County Initiative to encourage the proper disposal of mattresses and old tires. Commissioner Keefer referred to the \$250,000 unauthorized loan to GKG and whether it had any impact on fees. Ms. Greaves stated that if paid back, the \$250,000 would be part of the fund balance; however, it is not a fix for the fund. The Commissioners also discussed recycling, including glass recycling, and the disposal of animal carcasses.

The Public Hearing was closed at 11:22 a.m. The Commissioners expressed their desire to obtain additional public comment on the proposal during the May 15 budget hearing.

HAGERSTOWN-WASHINGTON COUNTY TOURISM WEEK AND WASHINGTON COUNTY 15TH ANNUAL MUSEUM RAMBLE

Anna Cueto, President, Washington County Museums and Historical Sites Association, and Betsy DeVore of Visit Hagerstown and Washington County Convention and Visitors Bureau, provided details on the Hagerstown-Washington County Tourism Week and the Washington County 15th Annual Museum Ramble. The Commissioners were provided brochures regarding the Ramble that described local historical sites available to visit free of charge during the month of May. The Commissioners presented a proclamation to Ms. Cueto and Ms. DeVore in recognition of the Hagerstown-Washington County Tourism Week and the Washington County 15th Annual Museum Ramble.

AUTHORIZING RESOLUTION FOR PUBLIC IMPROVEMENT BONDS OF 2018

Lindsey Rader, Bond Counsel for Washington County, and Kim Edlund, Director, Budget and Finance, presented information on the authorizing resolution for the County's sale of general obligation bonds. Ms. Rader stated that the resolution authorizes the Commissioners to issue and sell at public sale, upon its full faith and credit, a series of general obligation bonds in the original aggregate principal amount not to exceed \$14,485,000 for the purpose of financing or reimbursing costs of certain public facilities and projects. She stated that certain laws of Maryland authorize and empower the County Commissioners to issue and sell at public sale, upon its full faith and credit, a series of

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general obligation bonds for the purpose of financing the cost of certain public facilities and projects. The contemplated bonds will not exceed \$14,485,000 in the original aggregate principal amount (\$12,000,000 tax-supported and \$2,485,000 self-supported). The current date for the bond sale is May 8 but is subject to cancellation and rescheduling if the capital markets have moved in the wrong direction. If the sale is delayed beyond May 31, the Chief Financial Officer is given the authority to change the principal interest and optional redemption dates set forth in the resolution. The bonds cannot be called before nine years. Having a shorter call period means that that if a refinancing opportunity presents itself in the future, the County will not have to wait too long to refinance the bonds.

The proceeds from the bonds will be used to fund costs of certain infrastructure, public safety, public facilities, educational and environmental public facilities and projects. The bond proceeds have been reallocated to certain projects included in the 2018 Capital Budget. The amount of the bond funding has been reduced by \$101,000 from the amount originally anticipated, the educational project originally expected to be funded from bond proceeds has been eliminated from the financing, and the amount of bond funds has been reallocated among certain of the projects since adoption of the 2018 Capital Budget. Issuance costs are expected to be funded from pay-go funds or from the net premium received from the successful bidder for the bonds.

Commissioner Baker requested the amount borrowed for tax support debt the past five years and what has been paid back toward tax-supported debt per year. He also requested the same information for self-supporting bonds.

Commissioner Barr, seconded by Keefer, moved to approve the resolution authorizing the County Commissioners of Washington County to issue and sell at public sale, upon its full faith and credit, a series of general obligation bonds in the original aggregate principal amount not to exceed \$14,485,000 for the purpose of financing or reimbursing costs of certain public facilities and projects as presented. The motion passed unanimously. (Resolution No. RS-2018-07 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is in the County Commissioners' Office.)

PRESENTATION OF DRAFT 3 OF THE FISCAL YEAR 2019 GENERAL FUND BUDGET AND 2019-2028 CAPITAL IMPROVEMENT PROJECT BUDGET

Sara Greaves and Kim Edlund, Deputy Director, Budget and Finance, discussed Draft 3 of the FY 2019 General Fund Budget and 2019-2028 Capital Improvement Project (CIP) Budget. The General Fund Budget totals \$229,639,310 and the CIP Budget totals \$42,958,000. Ms. Greaves stated that approval of the budget to meet advertising requirements is required for the May 15 public hearing date.

Ms. Greaves stated that the Draft 3 Operating budget includes the reduction of State Department of Assessments and Taxation fees of \$485,680 as previously discussed. Due to those savings, approximately \$230,000 is available for the Board of Education (BOE) to

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fund two new teachers and two new assistants for a Pre-K program. Other changes in Draft 3, but not necessarily changes from Draft 2, include County departmental reviews of \$150,000, EMS, Hancock and CRS rescue squad funding of \$50,000; a change in County rental income of \$15,000, a County systemic facilities increase of \$34,000 and Volunteer Fire and Rescue Association funding of \$6,000. There are also two other drafts - 4A and 4B. Commissioner Cline asked why certain rescue companies did not take subsidies. Mr. Slocum replied that there were three companies total and one did not want to be held to the 5% response rate tied to the subsidies. Commissioner Baker asked whether the BOE could use the \$230,000 as they wish and was advised that they could. Draft 3 Capital Budget (Baseline) directed \$204,000 funds towards school security enhancements due to savings in miscellaneous capital projects. Those funds are available immediately to provide the BOE with safety enhancements in the public schools.

Ms. Greaves stated that staff looked at providing additional funds above the \$230,000 to BOE. That premise governs Draft 4A and Draft 4B of both the operating and Capital Budgets.

Draft 4A of the Operating Budget shows the addition of \$270,000 (combined with the \$230,000 equals \$500,000 over the maintenance of effort). Under the Operating Budget, staff looked at what the additional funding to BOE would mean to County departments. In order to increase the BOE contribution by \$270,000, 31% of the \$872,000 needs to be removed from other departments. Draft 4A of the Capital Budget shows an increase of \$1 million appropriated to the BOE over a three-year period which would be paid for with County CIP savings throughout those years (FY 19-21). The intent of these funds is that they would be used for security enhancements within schools.

Draft 4B of the Operating Budget shows an additional \$770,000 over Draft 3, to increase BOE funding to \$1 million in total while meeting all other budget commitments. In order for this draft to move forward, 88% in reductions will be required to various other County operating costs. Draft 4B of the Capital Budget represents providing additional funding of \$2,500,000 over FY 19-22 for Washington County Public Schools vestibule improvements and wall construction in open classroom schools. That figure represents \$1 million being paid for by CIP project savings between years FY 19-21, a \$250,000 reduction over three years for a multi-purpose facility (FY 20-22), and a \$250,000 reduction from pavement maintenance and rehab over three years (FY 20-22). Every effort would be made to coordinate the County funding schedule with BOE funding needs.

The Commissioners and staff discussed the options presented and the time needed to advertise the budget for public hearing. They reached a consensus to discuss the proposals with the Board of Education and staff during the joint meeting scheduled for May 1 which would allow the required fourteen days for advertisement.

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FLOW TRANSFER AGREEMENT - CONSTRUCTION RESERVE FUND

Mark Bradshaw, Deputy Director, Environmental Management, discussed the proposal to close the Construction Reserve Fund and divide the fund equally between the City of Hagerstown (City) and Washington County. Mr. Bradshaw indicated that in August 2003, the City and County entered into a Flow Transfer Agreement (Agreement). In exchange for the City providing sewage treatment to County residents, the County agreed to accept the flow from the City's Pump Station #13, located across from the Washington County Detention Center, to offset the capacity the City is using to treat County sewage. The agreement also established a Construction Reserve Charge that would be added to allocation fees. These funds then would be deposited into a Construction Reserve Fund managed by the County. The Agreement states that these funds were to be used to finance future improvements to the City and County wastewater systems, but in the event funds are not spent after ten years, the proceeds shall be divided equally between the City and County. The Construction Reserve Fund balance is \$641,860.04 as of the end of March 2018. As the parties have not agreed on any projects, the proposal to divide the money as provided for in the Agreement. Mr. Bradshaw indicated he spoke with Mike Spiker, Director of Utilities, City of Hagerstown, who agreed with the proposal. Mr. Bradshaw stated that the County's portion of the fund would be transferred to an account to allow the funds to be available to perform inflow and infiltration rehabilitation work in the Maugansville, Fountain Head and Hagerstown Regional Airport drainage basins that currently flow to the City's treatment plant.

The Commissioners discussed the matter. Commissioner Baker requested that Mr. Spiker discuss the matter with the Mayor and City Council and obtain their approval before the Commissioners vote to approve the transfer of funds.

RECESS

The Commissioners recessed at 12:10 p.m. to attend a luncheon budget presentation by the Commission Aging at 535 East Franklin Street, Hagerstown.

AFTERNOON SESSION

The Commissioners reconvened at 2:11 p.m. in Room 1113, 100 West Washington Street, Hagerstown, with the following members present: Commissioners Terry L. Baker, Jeffrey A. Cline and Wayne K. Keefer. (Commissioner Myers was absent for the afternoon session and Commissioner Barr was absent until 2:20 p.m.)

CONVENE IN CLOSED SESSION

Commissioner Keefer, seconded by Cline, moved to convene in closed session at 2:11 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; 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, Commissioner Myers was absent and Commissioner Barr was absent until 2:20 p.m.)

In closed session, the Commissioners discussed several vacancies and the potential appointment of specific individuals to an advisory commission over which the Commissioners have appointing authority; and discussed general staffing matters and related issues.

During closed session, the Commissioners provided instruction regarding the filling of certain vacancies on an advisory commission including the further discussion and presentation for approval of an individual during this afternoon's open session meeting; and provided general direction to staff on various staffing issues.

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; Vicki C. Lumm, County Clerk; John M. Martirano, County Attorney; and at various times Jim Hovis, Chief Operations Officer; Stephanie Stone, Director, and Debra Peyton, Deputy Director, Health and Human Services; Phil Ridenour, Director, Hagerstown Regional Airport; Sara Greaves, Chief Financial Officer, Budget and Finance; and David Hays, Director, Emergency Services.

RECONVENE IN OPEN SESSION

Commissioner Barr, seconded by Cline, moved to reconvene in open session at 3:08 p.m. The motion passed unanimously. (4-0, Commissioner Myers was absent.)

DELIBERATION/DECISION ON ZONING MAP AMENDMENT RZ-17-003

Travis Allen, Comprehensive Planner, Planning and Zoning, brought forward Zoning Map Amendment application RZ-17-003 from Applicant Downsville Pike Land, LLC for consideration and discussion by the Commissioners. The subject property consists of two parcels containing 1.60 acres located on the northwest side of the Downsville Pike (10662 Downsville Pike and 10656 Downsville Pike), one quarter of a mile north of Interstate 70 in Election District 26. The application concerns the request to change the zoning classification from RS-Residential Suburban to HI-Highway Interchange. The Washington County Planning Commission voted to recommend approval of the map amendment during its meeting held October 2, 2017. The County Commissioners held a public hearing on December 12, 2017 regarding the application. Most public comments involved traffic concerns and the location near Marty Snook Park.

The Commissioners discussed the specifics of the rezoning request. Commissioner Barr commented on the traffic concerns and was told by Mr. Allen that there would likely be a traffic study by the developer that would be reviewed by the County and State before any business is allowed to locate on the property. Commissioner Cline stated that he was prepared to approve the rezoning today. Commissioner Baker indicated that he opposed the

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rezoning, stating that he does not believe the property merits rezoning. Deputy County Attorney Kirk C. Downey reviewed the specific factors that must be considered when deciding a rezoning request. Commissioner Keefer indicated that it was his position to deny the rezoning application due to increased population that has made it more of a residential area. Commissioner Barr stated that he was in favor of the approval of the rezoning request. County Attorney John Martirano advised that since there was not a consensus to approve or deny the rezoning request, the matter would be rescheduled for discussion during a future meeting when there is a full board present.

BID AWARD – JANITORIAL SERVICES FOR WASHINGTON COUNTY

Brandi Naugle, Buyer, Purchasing, and John Pennesi, Director, Park and Facilities, recommended award of the Janitorial Services contract (PUR-1380) to the responsible, responsive bidder under Option No. 1 to P2 Cleaning Services, LLC of Laurel, Maryland for the total amount of \$227,612.91 annually and unit cost as follows: Additional carpet cleaning as required, regular rate per hour \$20, and hourly labor rate per person for additional services as required Saturdays, Sundays and holidays - \$25. The contract term is for one year with an option by the County to renew for up to four additional consecutive one-year periods tentatively commencing July 1, 2018.

The Commissioners discussed the matter. Commissioner Barr questioned the winning bidder being located in Laurel, Maryland. Mr. Pennesi advised that the company has other contracts in this general area.

Commissioner Cline, seconded by Barr, moved to award the Janitorial Services contract to the responsible, responsive bidder under Option No. 1 to P2 Cleaning Services, LLC of Laurel, Maryland, for the total amount of \$227,612.91 annually and unit cost as follows: Additional carpet cleaning as required, regular rate per hour \$20, and hourly labor rate per person for additional services as required Saturdays, Sundays and holidays - \$25. The motion passed unanimously. (4-0, Commissioner Myers was absent.)

REJECTION OF BIDS – BRUMBAUGH-KENDLE-GROVE FARMSTEAD DEMOLITION

Rick Curry, Director, Purchasing, and Phil Ridenour, Airport Director, recommended that in the best interest of the County, the rejection of all bids for the Brumbaugh-Kendle-Grove Farmstead Demolition Project (PUR-1377). Mr. Curry stated that three bids were received for the demolition; two were deemed non-responsive due to the submission of wrong pricing forms, and the third bid exceeded the available budget. It is recommended that the demolition project be re-advertised to solicit new pricing for the demolition.

Commissioner Barr, seconded by Keefer, moved to reject all bids for the Brumbaugh-Kendle-Grove Farmstead Demolition Project in the best interest of the County and to re-advertise to solicit new pricing for the demolition. The motion passed unanimously. (4-0, Commissioner Myers was absent.)

REINSTATEMENT OF THE ADVISORY COMMISSION TO THE BOARD OF HEALTH

Julie Rohm, Chair, and Gary Bockrath, Vice Chair, Economic Development Commission (EDC), Kassie Lewis, Director, Business Development, and Earl Stoner, Health Officer, Washington County Health Department, presented the recommendation to reinstate the Advisory Commission to the Board of Health and approve the EDC to act as the lead organizer in this effort. Mr. Bockrath indicated that the EDC was made aware of economic development initiatives, both commercial and residential, which were being impeded by the Washington County Health Department's regulatory practices and policies. The Advisory Board has been inactive for years and the Board of Health has not been receiving timely information on issues negatively impacting economic development progress in the County.

Earl Stoner provided some background information as to why the advisory board was abandoned in 2012 - due to low attendance and lack of interest and involvement. He spoke to the County Administrator at that time and they agreed to let the advisory board lapse and that they would keep the other informed of any issues. Mr. Stoner recommended an ad hoc type of committee where the Health Department, County representatives, the Maryland Department of the Environment and stakeholders meet to move things forward. Mr. Bockrath suggested not reconstituting the board with the membership that was previously set forth. He volunteered that the EDC was willing to spearhead the discussion to fine tune the bylaws and make recommendations to the Commissioners as to who should be involved. Commissioner Keefer suggested generic bylaws to begin and then give the board room to grow into what it needs to be. Commissioner Barr suggested checking with the Maryland Association of Counties regarding other advisory boards to the boards of health in other counties.

Commissioner Keefer, seconded by Barr, moved to approve the reinstatement of the Advisory Commission to the Board of Health and approve the EDC to act as the lead organizer in this effort. The motion passed unanimously. (4-0, Commissioner Myers was absent.)

MEDICAL SUPPLY AGREEMENT

David Hays, Director, and Dave Chisholm, Assistant Director, Emergency Services, recommended approval of the contract with Meritus Medical Center for providing expendable medical supplies for the Division of Emergency Services (DES). Mr. Chisholm indicated that Meritus currently serves as the purchasing agent for certain supplies and medications and then sells them at cost to the DES, which provides them at no cost to emergency medical services organizations in the County. This agreement serves to memorialize the current verbal agreement that has been in place for the past ten years. The termination of this arrangement would result in significantly increased costs and would overburden existing staff with the procurement and distribution of these emergency medical supplies. The Commissioners discussed the proposal.

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Commissioner Barr, seconded by Keefer, moved to approve the contract with Meritus Medical Center for providing expendable medical supplies for the Division of Emergency Services as presented. The motion passed unanimously. (4-0, Commissioner Myers was absent.)

(Mr. Barr left the meeting room during the discussion of the next agenda item due to his company's bidding on various projects related to the Urban Improvement Project.)

APPROVAL OF HAGERSTOWN URBAN IMPROVEMENT PROJECT GRANT AGREEMENT AND SUB-RECIPIENT AGREEMENT

Susan Buchanan, Director, Grant Management, presented sub-recipient agreements for execution by the Maryland Theatre Association, Inc. for consideration and formal approval by their Board, that would allow for non-substantive modifications to the sub-recipient agreements with the concurrence of the County Attorney; and upon the execution of the sub-recipient agreements, approve execution of two Fiscal Year 2018 Capital Projects Grant Agreement between the State of Maryland (Funder), the County (Grantee) and the Maryland Theatre Association, Inc. Ms. Buchanan advised that the Hagerstown Urban Improvement Project (UIP) received two Maryland Capital Bond Bill awards in 2017; one for \$150,000 and one for \$45,000.

The bond bill language designated Washington County as the Grantee and the City of Hagerstown the beneficiary on both bond bills. As the Grantee, Washington County is responsible to draft and enter into subrecipient agreements with the beneficiary. During a meeting held March 12, 2018, staff from both the City and County, and staff from the Maryland Department of General Services and Department of Budget and Management decided to remove the City as beneficiary and replace it with the Maryland Theatre as originally intended. Ms. Buchanan indicated that the sub-recipient agreement primarily serves to detail agreed upon financial considerations as well as the obligations associated with the receipt of such funding. The entire agreement is contingent upon the receipt of funding from the State.

Commissioner Cline, seconded by Keefer, moved to approve sub-recipient agreements for execution by and between the Maryland Theatre Association, Inc. and the County as presented, to allow for non-substantive modifications to the sub-recipient agreements with the concurrence of the County Attorney; and upon the execution of the sub-recipient agreements, approve execution of two Fiscal Year 2018 Capital Projects Grant Agreement between the State of Maryland (Funder), the County (Grantee) and the Maryland Theatre Association, Inc. as presented. The motion passed unanimously. (3-0, Commissioners Barr and Myers were absent.)

CONTRACT AWARD FOR INDEPENDENT AUDITING SERVICES

Rick Curry and Kim Edlund presented the proposal to award the contract for Independent Auditing Services (PUR-1376) for Fiscal Years 2018 through 2022 to the responsive, responsible proposer, SB & Company, LLC, of Hunt Valley, Maryland with the lowest

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total lump sum price of \$366,500. Six firms submitted proposals and four were considered to be qualified, experienced and responsive. The contract term is for a one-year period with an option by the County to renew for up to four additional consecutive one-year periods.

Commissioner Cline, seconded by Keefer, moved to award the contract for Independent Auditing Services for Fiscal Years 2018 through 2022 to the responsive, responsible proposer, SB & Company, LLC, of Hunt Valley, Maryland with the lowest total lump sum price of \$366,500 as presented. The motion passed unanimously. (3-0, Commissioners Barr and Myers was absent.)

(Commissioner Barr returned to the meeting at 3:49 p.m.)

POSITION REVIEW PROCEDURES

Stephanie Stone, Director, and Debra Peyton, Deputy Director, Health and Human Services, presented information regarding recommended procedures for conducting position reviews for all County departments. A team was formed in April 2018 to plan for the review process. As a result of team meetings, procedures were developed for approval by the Commissioners, to include 1) documentation from all division directors and department heads regarding each position for which they feel an inequity or anomaly exists, 2) a review of each position submitted by the team using the salary study, assessment tools and job descriptions as part of its review, 3) a review of all submissions by the team, 4) a meeting with the team to discuss the request and answer questions, 5) ranking of the request by the team based on certain criteria, 6) consideration of adjustments within the confines of the operating budget; and 7) presentation to the Board of County Commissioners for review and comment. There is \$400,000 in the Fiscal Year 2019 Operating Budget to address review findings.

David Hays, Director, Emergency Services, discussed proposals being considered to implement in the 9-1-1 Center that will improve employee morale and work conditions including the elimination of 18-hour shifts in favor of 12-hour shifts and providing regular breaks in a break area. Commissioner Cline asked if the union was aware of the proposals and Mr. Hays stated that it has been involved in the discussions. According to Rob Slocum, \$250,000 was approved in the fall for salary adjustments and \$150,000 was posted to address the salary study.

MERITUS MEDICAL CENTER AGREEMENT FOR LAW ENFORCEMENT COVERAGE

Sheriff Doug Mullendore and Lee Shaver, Vice President of Professional Support Services, Meritus Medical, requested approval of an agreement that would allow the Sheriff to create a substation for law enforcement presence at the Emergency Department and other locations throughout the Meritus Medical Center campus by assigning three deputies and a supervisor to the site. Sheriff Mullendore advised of negotiations to work out the

operational details of how the coverage could be provided. The Sheriff's Department and Meritus Medical Center, Inc. have finalized an agreement for coverage that sets forth the terms between the parties regarding the coverage. Meritus would pay the cost of four deputies at an entry level salary and benefits the first year and then pay the true salary and benefits of the personnel assigned thereafter. The Sheriff's Office would also provide deputies on overtime status to fill gaps in coverage, as available, and as requested by Meritus. Meritus has agreed to pay for four vehicles and equipment as well as the uniforms and personal equipment necessary for those deputies to perform as sworn law enforcement deputies. The Commissioners discussed the agreement. Commissioner Baker indicated that he was not ready to support the proposal at this time.

Commissioner Cline, seconded by Barr, moved to approve the Meritus Substation Agreement between the Sheriff's Department, Meritus Medical Center, Inc. and the Board of County Commissioners as presented. Commissioner Keefer requested another week to review the proposal and Sheriff Mullendore advised that time is of the essence. The motion passed with Commissioners Cline, Barr and Keefer voting "AYE" and Commissioner Baker "NO". (3-1, Commissioner Myers was absent.)

COUNTY ADMINISTRATION BUILDING PROJECT CLOSEOUT CHANGE ORDER

Scott Hobbs, Director of Engineering, presented a request to approve change orders totaling \$104,873 to Building Systems, Inc. for final closeout of the County Administration Building construction contract and \$161,509.41 to BFM Architects, Inc. for the design contract as part of the final project closeout. Mr. Hobbs indicated that the additional costs include expanded/extended design services, construction and construction administration. The contract value will be increased accordingly and these final change orders will close out the project.

Commissioner Cline, seconded by Keefer, moved to approve change orders totaling \$104,873 to Building Systems, Inc. and \$161,509.41 to BFM Architects, Inc. as part of the final project closeout of the County Administration construction contract. Commissioner Barr asked about the \$104,873 to Building Systems, Inc. and Mr. Hobbs detailed the work involved relating to that final amount. The motion passed unanimously. (4-0, Commissioner Myers was absent.)

REPORTS FROM COUNTY STAFF (continued)

County Clerk – Appointments to Boards and Commissions

Hagerstown Regional Airport Advisory Commission

Commissioner Barr, seconded by Cline, moved to appoint John "Jack" Miller to serve a three-year term through April 30, 2021 on the Hagerstown Regional Airport Advisory Commission. The motion passed unanimously. (4-0, Commissioner Myers was absent.)

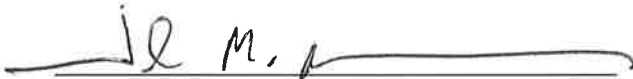
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ADJOURNMENT

Commissioner Barr, seconded by Cline, moved to adjourn the meeting at 4:22 p.m. The motion passed unanimously. (4-0, Commissioner Myers was absent.)



Robert J. Slocum, County Administrator



John M. Martirano, County Attorney



Vicki C. Lumm, County Clerk