



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

May 12, 2020

CALL TO ORDER

President Jeffrey A. Cline called the regular meeting of the Board of County Commissioners of Washington County, Maryland, to order at 10:03 a.m. via ZOOM Meeting due to Governor Hogan's Executive "Stay at Home" Order as a result of the COVID-19 Pandemic, with the following members present: Vice President Terry L. Baker and Commissioners Wayne K. Keefer, Cort F. Meinelschmidt, and Randall E. Wagner.

COMMISSIONERS' REPORTS AND COMMENTS

Vice-President Baker offered condolences to the family of Marge Peters in her recent passing. He shared that her volunteer efforts with the Rural Heritage Museum have been remarkable.

Commissioner Keefer discussed the social distancing requirement and shared his appreciation for the cooperative efforts of all in working towards a regional approach to reopen Washington County.

Commissioner Meinelschmidt echoed Commissioner Keefer's comments regarding a regional approach to open Washington County.

Commissioner Wagner discussed the Salute to Hero's event, very successful throughout the County. He agrees and supports an opening process under the guidance of Washington County Health Officer and the members of the Emergency Operations Center (EOC).

President Cline echoed Vice-President Baker's comments regarding the passing of Marge Peters. He shared that the EOC has been actively working with local businesses and discussed the 'Back to Business' tool kit, which will be reviewed and released by the Commissioners upon approval.

REPORTS FROM COUNTY STAFF

Division of Public Works

Andrew Eshleman, Director, responded to inquiries regarding the Summer Camp programs and locations to host such camps. He has not received clearance from the State to offer such programs but hopes to be fully prepared once clearance is given. Mr. Eshleman shared that he appreciates any guidance that the Commissioners may offer in moving forward with Health Officer recommendations.

Department of Business Development

Leslie Hart requested a consensus to submit a letter of support for the USDA Local Food Promotion Program. She provided the Board with an outline of the details of grant, to include partners of the grant. Commissioner Cline asked that additional information be submitted via email for consideration with review the following week.

Additionally, Ms. Hart shared that on May 5th, the Farm Bureau distributed over many gallons of free milk to the community. She added that the Farm Bureau will do another giveaway on Franklin Street at the County parking lot, to every car and person 10:00 am to 2:00 pm on May 23rd.

Public Relations

Danielle Weaver, Director, commented on behalf of the EOC regarding a County Recovery Plan and added that information will be shared with the business community today.

County Attorney / Interim County Administrator

Kirk Downey informed the Commissioners that the County has received notification of the dismissal of claim in the case brought forth by Craig Mahrle with regard to the Fort Ritchie property.

ANTIETAM FARMS, LLC – RURAL LEGACY PROGRAM EASEMENT

Chris Boggs, Land Preservation Planner, Planning and Zoning, recommended approval of the Antietam Farms, LLC Rural Legacy Program (RLP) project, paid for 100% by the Maryland Department of Natural Resources, for \$180,930 for 61.31 easement acres, to adopt an ordinance approving the purchase, and to authorize execution of the necessary documentation to finalize the easement purchase. Mr. Boggs shared that the property is located on Rohrsersville Road, Rohrsersville, Maryland, and composed of primarily cropland and woodland and is bisected by Little Antietam Creek on the front of the property. Mr. Boggs shared that five (5) development rights will be extinguished with the easement.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the Antietam Farms, LLC RLP Easement, and to adopt an ordinance approving the purchase of the easement and to authorize the execution of the necessary documentation to finalize the easement purchase. The motion passed unanimously.

EMERGENCY MANAGEMENT PERFORMANCE GRANT

Allison Hartshorn, Grant Manager, Office of Grant Management, and Charles Brown, Emergency Manager, Division of Emergency Services, requested approval to submit a \$102,933.37 Emergency Management Performance Grant application to the Maryland Emergency Management Agency (MEMA). The grant will be used to provide federal funds to states to assist state, local, tribal and territorial emergency management agencies to obtain the resources required to support the National Preparedness Goals associated with the areas and core capabilities. The performance period for this federal grant is October 1, 2019 through June 30, 2021. Matching funds will be in the form of budgeted salaries which is subject to approval in the County's Fiscal Year 2021 Operating Budget.

Commissioner Meinelschmidt, seconded by Commissioner Baker, moved to approve the submittal of a grant application for an Emergency Management Performance Grant of \$102,933.37 to MEMA as presented and to accept the awarded funding and to execute all required documentation necessary to accept the funding. The motion passed unanimously.

CONTRACT AWARD (PUR-1458) THREE ROLL-UP SECURITY GRILLES

Major Craig Rowe, Washington County Detention Center, recommended approval to award contract PUR1458 for the purchase and installation of three (3) Roll-Up Security Grilles at the WCDC to the responsible, responsive bidder, Interstate Garage Doors, Inc. of Chambersburg, Pennsylvania (PA), in the amount of \$66,540. The project is to be completed in a one hundred twenty (120) consecutive calendar day period, with liquidated damages in the sum of \$150 per consecutive calendar day that the project is not completed. Funds in the amount of \$405,512 from the Sheriff's Office Capital Improvement Budget, BLD089 is available and appropriate for this recommendation.

Commissioner Wagner, seconded by Commissioner Keefer, moved to award contract PUR1458 to Interstate Garage Doors, Inc., Chambersburg, PA in the amount of \$66,540 as presented. The motion passed unanimously.

SOLE SOURCE PROCUREMENT (PUR1472) FOOD PASS THROUGH DOORS FOR THE WCDC

Rick Curry, Director, Purchasing, and Major Rowe, recommended award of a sole source procurement (PUR1472) for the purchase of one hundred eighteen (118) Food Pass Through Door

Assemblies for the WCDC to Craftmaster Hardware of Northvale, New Jersey (NJ) in the amount of \$92,040. Mr. Curry shared that funds are budgeted in the Sheriff's Office Capital Improvement Budget BLD089 in the amount of \$405,512.

Commissioner Meinelschmidt, seconded by Commissioner Baker, moved to award the sole source procurement to Craftmaster Hardware, Northvale, NJ, in the amount of \$92,040 as presented. The motion passed unanimously.

CONTRACT AWARD (PUR1464) GROUNDS MAINTENANCE FOR VARIOUS COUNTY DEPARTMENTS

Brandi Naugle, Buyer, Purchasing, and ~~George Sweitzer, Superintendent~~, Black Rock Golf Course, recommended bid awards for Grounds Maintenance Chemicals for Various County Departments (PUR1464; incorrectly listed on the Agenda Request Form as PUR1461) to the responsible companies with the lowest responsive bids that met the specifications for each chemical item. The contract provides the needed chemicals for the Black Rock Golf Course, Highway Department, and Department of Water Quality. The City of Hagerstown may also utilize the contract. The contract term is for one year tentatively commencing July 1, 2020 and ending June 30, 2021. Janie Thompson, Purchasing, drew lots to award the procurement in the case of tie bids for Items No. 13, 20, 27, 28, and 32, pursuant to Section 2.9 of the Washington County Purchasing Policy.

| # | Vendor | Unit | FY21\$ | # | Vendor | Unit | FY20\$ |
|----|-------------------------|--------|----------|----|-------------------------|--------|-----------|
| 1 | Nutrien Ag Solutions | Gallon | \$493.95 | 18 | Nutrien Ag Solutions | Gallon | \$101.00 |
| 2 | SiteOne Landscape | Gallon | \$ 43.00 | 19 | Nutrien Ag Solutions | Gallon | \$132.00 |
| 3 | Nutrien Ag Solutions | Gallon | \$ 43.00 | 20 | Helena Agri Enterprises | Case | \$1526.40 |
| 4 | Nutrien Ag Solutions | Gallon | \$296.94 | 21 | Genesis Turfgrass | Gallon | \$ 12.60 |
| 5 | Helena Agri Enterprises | Gallon | \$115.00 | 22 | Helena Agri Enterprises | Gallon | \$337.80 |
| 6 | Nutrien Ag Solutions | Gallon | \$ 39.99 | 23 | Nutrien Ag Solutions | Gallon | \$ 49.00 |
| 7 | Genesis Turfgrass, Inc. | Pound | \$ 13.10 | 24 | Nutrien Ag Solutions | Gallon | \$ 20.88 |
| 8 | Helena Agri Enterprises | Gallon | \$ 41.00 | 25 | Helena Agri Enterprises | Gallon | \$144.00 |
| 9 | Nutrien Ag Solutions | Gallon | \$ 37.23 | 26 | Nutrien Ag Solutions | Gallon | \$ 13.77 |
| 10 | Genesis Turfgrass | Gallon | \$ 43.00 | 27 | Genesis Turfgrass | Gallon | \$488.00 |
| 11 | Helena Agri Enterprises | Pound | \$ 64.00 | 28 | SiteOne Landscape | Gallon | \$649.00 |
| 12 | Genesis Turfgrass | Pound | \$ 7.42 | 29 | Nutrien Ag Solutions | Gallon | \$335.45 |
| 13 | Genesis Turfgrass, Inc. | Gallon | \$438.00 | 30 | Helena Agri Enterprises | Gallon | \$118.80 |
| 14 | Helena Agri Enterprises | Gallon | \$ 49.75 | 31 | Synatek | Pounds | \$ 30.00 |
| 15 | Genesis Turfgrass | Case | \$347.00 | 32 | Synatek | Gallon | \$143.00 |
| 16 | Site One Landscape | Gallon | \$ 55.45 | 33 | Helena Agri Enterprises | Gallon | \$ 3.95 |
| 17 | Nutrien Ag Solutions | Gallon | \$ 48.88 | 34 | Genesis Turfgrass | Gallon | \$157.50 |

Commissioner Wagner, seconded by Commissioner Keefer, moved to award the various contracts for Grounds Maintenance for Various County Departments (PUR1464) as presented. The motion passed unanimously.

FY2021 OPERATING BUDGET – WATER QUALITY

Jeremy Mose, Director, Environmental Management provided the Commissioners with an update regarding the Maugansville residents fee. He outlined the history of an agreement which surrounded the residents of Maugansville Sanitary District, dating back to 1995.

Sara Greaves, CFO, presented the Commissioners with information as it pertains to the proposed FY2021 Operating Budget for Water Quality, which included Utility, Water, Sewer, and Pre-Treatments. Ms. Greaves added that there is a proposed rate increase of 3.5% for both water and sewer funds.

PUBLIC HEARING: MODIFICATION OF WATER AND SEWER RATES FY2021

President Jeff Cline convened a public hearing at 11:01 a.m. to obtain public comment regarding the proposed modifications to the Water and Sewer Rates.

Sara Greaves, CFO, and Jeremy Mose, Director, Division of Environmental Management discussed the proposed increase, which is necessary for facilitation the Department of Water Quality's long-range financial plans. Mr. Mose provided the Commissioners with an outline of proposed increases to County services. Ms. Greaves shared that approval of the proposed changes would provide approximately \$19,900 in additional revenue for water and \$370,890 for sewer.

Kirk Downey, Interim County Administrator / County Attorney, reminded citizens that they are free to communicate regarding proposed rates via the citizens submission form or email at khart@washco-md.net or by mail to 100 West Washington Street, Suite 1101, Hagerstown, Maryland 21740. Comments need to be received within seven days (May 19th at 11:00 am) as advertised.

Commissioner Baker asked staff to be mindful of the impact that the COVID-19 has had on citizens. Additionally, he recommended a review of the used model for the proposed increases.

The Public Hearing was closed at 11:22 a.m.

CONVENE IN CLOSED SESSION

Commissioner Meinelschmidt, seconded by Commissioner Wagner moved to convene in closed session at 11:23 a.m. via GoToMeeting 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.

In closed session, the Commissioners discussed a specific employment recommendation with staff.

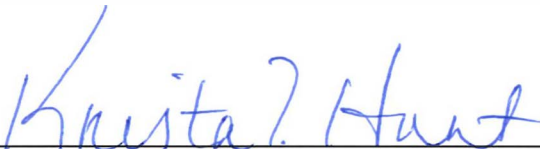
Present during closed session were Commissioners Jeffrey A. Cline, Terry L. Baker, Wayne K. Keefer, Cort F. Meinelschmidt, and Randall E. Wagner. Also present were Kirk C. Downey, County Attorney/Interim County Administrator; Krista L. Hart, County Clerk; and at various times, Tom Brown, Emergency Services; and Rachel Brown, Director, Human Resources.

RECONVENE IN OPEN SESSION

Commissioner Wagner, seconded by Commissioner Keefer, moved to reconvene in open session at 11:50 a.m. The motion passed unanimously.

ADJOURNMENT

Commissioner Wagner, seconded by Commissioner Keefer, moved to adjourn at 11:51 a.m. The motion passed unanimously.



Krista L. Hart, County Clerk