



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

May 19, 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 10:05 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.

Commissioner Baker, seconded by Commissioner Wagner, moved to approve the minutes of March 20, 2020. The motion passed unanimously.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Meinelschmidt requested a consensus to submit a letter of support to Governor Hogan's office requesting complete control in the reopening of Washington County with leadership of Health Department, Emergency Management, and the hospital system.

The Commissioners discussed the matter and reached a consensus to submit the letter of support, under the guidance of the Health Officer and Emergency Services. Additionally, Commissioner Keefer discussed the County Commissioners transition to the Board of Health and asked the Board to consider its authority.

President Cline directed the County Attorney's office to compose a draft letter to Governor Hogan for review and approval by the Board.

Commissioner Meinelschmidt requested a consensus to begin conducting in-person Commissioner meetings, starting with May 26th.

The Commissioners discussed the request and reached a consensus to being in-person Commissioner meetings, May 26th with safety precautions in place, as required.

Vice-President Baker thanked members of the Emergency Operations Center, Health Department, Meritus, and everyone involved with the COVID-19 Pandemic. Additionally, Commissioner Baker thanked Delegate Bill Wivell for his forward thinking in the letter of support which pulled all elected bodies throughout the western three counties together during this crisis. He discussed the proposed budget and the assistance that would be needed for the community and local businesses, adding that he has concern over the proposed water and sewer increases.

Commissioner Keefer shared that he listened in to the budget hearing and thanked county staff for compiling the information, to include those who assembled the presentation. He echoed Commissioner Bakers comments regarding the EOC, Health Department, Fire and Rescue volunteers. Commissioner Keefer discussed the ban as a result of the Governor's Executive Order against issuance of marriage licenses and how that has impacted citizens. He thanked various individuals for their aid in now moving forward with allowing online submission of licenses.

Commissioner Wagner shared a heartfelt thanks to everyone involved in the COVID-19 Pandemic; more specifically, he thanked Tom Brown and Earl Stoner for providing continuous updates throughout this time. Commissioner Wagner thanked County staff and recognized that several departments are working under minimum staffing.

President Cline praised Earl Stoner and Tom Brown, as essential points of contact for different situations surrounding local business. He thanked staff for working on the budget; he yields to the CFO for the water and sewer rates.

REPORTS FROM COUNTY STAFF

Environmental Management

Jeremy Mose, Director, provided the Board with additional information as it pertains to past water and sewer increases, to include revenues collected. Mr. Mose addressed the inquiry surrounding the Maugansville water and sewer fees with Washington County and the City of Hagerstown.

County Attorney / Interim County Administrator

Kirk Downey reminded all that the County has not ordered the closure of any businesses; therefore, the County cannot provide authority to reopen due to the in-place Governor's Executive Order.

Mr. Downey reminded citizens that they are free to communicate regarding proposed FY21 Budget 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 21, 2020 at 6:00 p.m.) as advertised.

Budget and Finance

Sara Greaves, CFO, provided the Board with information the water and sewer increases and the budget hearing. She also shared that operational expenses have been reduced where possible, prior to presenting the proposed increases. Ms. Greaves urged the Commissioners to approve the increases as presented.

Business Development

Leslie Hart provided the Board with an update pertaining to local activities to include the opening of the Boonsboro Farmers, the Elks Farmer Market and the Free Milk Giveaway.

Ms. Hart requested a consensus to submit a letter of support for the USDA Grant Request, with no matching funds required by the County. The Commissioner's reached a consensus to support.

FISCAL YEAR 2020 CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING PROGRAM GRANT

Cody Miller, Quartermaster/Grant Manager, Washington County Sheriff's Office; and Stephanie Lapole, Senior Grant Manager, Office of Grant Management, recommended approval to submit an application for the FY20 Coronavirus Emergency Supplemental Funding Program to the US Department of Justice in the amount of \$55,015, and to accept funding as awarded. Mr. Miller shared that funding will be used for Deputy overtime in activities to prevent, prepare for, and respond to the Coronavirus, as well as designate \$35,015 for equipment. The Office of Grant Management has reviewed the grant funding guidelines; Mr. Miller added that the performance period is for two (2) years and recurring expenses are not expected. Mr. Miller shared that matching funds or in-kind support is not required and there are no unusual conditions or requirements attached to the acceptance of this grant.

Commissioner Meinelschmidt, seconded by Commissioner Keefer, moved to approve the submittal of an application for the FY20 Coronavirus Emergency Supplemental Funding Program to the US Department of Justice in the amount of \$55,015, and to accept funding as awarded. The motion passed unanimously.

PUBLIC HEARING: FY20 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

Mrs. Lapole, and Brooke Grossman, Chief Missions Officer, Horizon Goodwill Industries, recommended approval by resolution of support authorizing the submission of an application for the FY20 Community Development Block Grant (CDBG) funding on behalf of Horizon Goodwill Industries requesting \$100,000 for program activities and \$5,000 Program Income Reuse for County administrative expenses and to accept funding as awarded. The funding would be used to offer overnight emergency shelter to ten (10) of the most vulnerable persons on the coordinated entry list as identified by the Continuum of Care shelter coordinators, evening and overnight shelter staffing, shelter supplies, twice daily shelter cleaning, staff/participant PPE, full time case management services for one (1) year to support the projected increase in need as a result of the COVID-19 crisis, and emergency hotels stays when necessary.

Commissioner Meinelschmidt, seconded by Commissioner Keefer, moved authorize by resolution the submission of an application for the FY20 CDBG funding on behalf of Horizon Goodwill Industries, and to accept funding as awarded. The motion passed unanimously.

(Resolution No. RS-2020-10 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is in the County Commissioners' Office.)

MARYLAND AGRICULTURAL LAND PRESERVATION FOUNDATION RECERTIFICATION REPORT APPROVAL

Chris Boggs, Land Preservation Planner, Planning and Zoning, recommended approval of the Final Certification Application of the Washington County Agricultural Land Preservation Program to present to the Maryland Departments of Planning (MDP) and Agriculture (MDA) for approval. Mr. Boggs explained that approval of the certification would allow the County to retain an additional 42% of State Agricultural Transfer Tax.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the Final Certification Application as presented. The motion passed unanimously.

FISCAL YEAR 2021 HEALTHY FAMILIES HOME VISITING GRANT

Allison Hartshorn, Grant Manager, Grant Management, recommended the acceptance of an award from the Maryland State Department of Education for the provision of Healthy Families Home Visiting Services Program for FY21 in the amount of \$277,993. Funding of \$6,606 is included in the award for County administrative support and no County funds are involved.

Commissioner Keefer, seconded by Commissioner Meinelschmidt, moved to approve the submission of the grant application and to accept the total award funding of \$277,993 as presented. The motion passed unanimously.

CONTRACT AWARD (PUR-1460) LOCAL CARE TEAM COORDINATOR

Rick Curry, Director, Purchasing, and Ms. Hartshorn recommended approval to award the contract for the Local Care Team Coordinator in Washington County, Maryland, to the responsible proposer with the responsive proposal, Praxis Axis, LLC of Hagerstown, Maryland (MD), in the amount of \$49,000. Mr. Curry explained that the contract will fulfill the requirements of a Contractual Agreement for FY20 with the Governor's Office for Children. The awarded contract shall expire on June 30, 2020, with an option to renew up to two (2) consecutive one-year periods through 2022.

Commissioner Meinelschmidt, seconded by Commissioner Wagner, moved to approve the contract award of PUR-1460 to Praxis Axis, LLC, Hagerstown, MD in the amount of \$49,000 as presented. The motion passed unanimously.

CONTRACT AWARD (PUR1467) STOP LOSS INSURANCE COVERAGE

Mr. Curry, Rachel Brown, Director, Human Resources; and Liz Logsdon with CBIZ Benefits and Insurance, Inc., recommended award of the contract for Stop Loss Insurance (PUR1467) to the responsive, responsible firm of Sun Life Financial of Wellesley Hills, Massachusetts (MA), with the lowest price for a total annual premium of \$1,039,933.08 with specific stop loss at \$175,000 per claimant, Option 1.

Commissioner Meinelschmidt, seconded by Commissioner Wagner, moved to award contract PUR1467 to Sun Life Financial, in the amount of \$1,039,933.08 as presented. The motion passed unanimously.

COUNTY COMMISSIONERS OF WASHINGTON COUNTY PUBLIC IMPROVEMENT BONDS OF 2020 AND REFUNDING BONDS OF 2020 AUTHORIZING RESOLUTION

Lindsay Rader, Bond Counsel for Washington County; and Sara Greaves, CFO, recommended approval by resolution authorizing the County Commissioners of Washington County (County) to issue and sell, at public sale, upon its full faith and credit, two (2) separate series of general obligation bonds in the original aggregate principal amount not to exceed \$26,835,000 for the purpose of financing or reimbursing costs of certain public facilities and projects and currently refunding certain outstanding county general obligation bonds. The contemplated bonds will not exceed \$15,335,000 in original aggregate principal amount and bonds issued for refunding purposes will not exceed \$11,500,000 in original aggregate principal amount.

Proceeds from the series of bonds issued for new money proposed will be used to fund costs of certain infrastructure, public facilities, environmental and educational projects. The max original aggregate principal amount of the authorized new money bond proceeds has been reduced from the \$16,669,000 originally contemplated in the County budget to \$15,335,000 due to project changes or authorized reallocation of unspent prior bond proceeds. The max original aggregate principal amount of the new money bonds as issued may be further reduced from \$15,335,000 due to a determination prior to the sale of the bonds that loan funding from the Maryland Water Quality Financing Administration will be available for two of the projects and/or by the availability of original issue premium resulting from the successful bid for such series for application to project costs. Issuance costs are expected to be funded from pay-go funds or from the net original issue premium received from the successful bidder for each series of the bonds or other available funds of the County.

Commissioner Meinelschmidt, seconded by Commissioner Keefer, moved to approve the resolution authorizing the sale of general obligation bonds in the original aggregate principal amount not to exceed \$26,835,000 as presented. The motion passed unanimously.

(Resolution No. RS-2020-09 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is in the County Commissioners' Office.)

REVIEW – DRAFT OF WASHINGTON COUNTY AND CITY OF HAGERSTOWN COVID-19 SMALL BUSINESS EMERGENCY RELIEF GRANT FUND

Susan Small, Director, Business Development, in partnership with the Washington County Office of Grant Management, and the City of Hagerstown, Department of Community and Economic Development, requested a consensus to proceed with edits to a draft relief program for the use of available funding through the CARES Act Business Stabilization Program. Ms. Small shared that

through this program, there is a proposed funding amount of \$8,960,000 which can assist local employers sustain operations, stabilize economic and employment by retaining employees, pay vendors, utilities, rent or mortgage and address any unforeseen reductions in production.

The Commissioners discussed the process of application review and upcoming Federal guidelines. Ms. Small will provide the Board with an update once guidelines are available. Commissioner Meinelschmidt requested that the guidelines not only include those small business owners who are unable to make rent payments, but for any business who may not be late.

The Commissioners reached a consensus to move forward as presented in draft form, and to include comments made during the meeting.

CONVENE IN CLOSED SESSION

Commissioner Meinelschmidt, seconded by Commissioner Keefer, moved to convene in closed session at 11:40 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; and to discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the development of fire and police services and staff; and (ii) the development and implementation of emergency plan in accordance with Sections 3-305(b)(1) and (10) of the General Provisions Article of the Annotated Code of Maryland. The motion passed unanimously.

In closed session, the Commissioners discussed the employment, recruitment or assignment of County personnel with staff. The Commissioners also discussed the development, implementation, and execution of emergency plans given the novel Coronavirus.

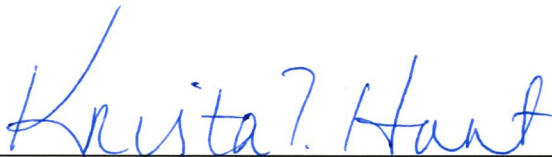
Present during closed session were Commissioners Jeffrey A. Cline, Terry L. Baker, Wayne K. Keefer, Cort F. Meinelschmidt, and Randall E. Wagner. Also present were Kirk C. Downey, County Attorney/Interim County Administrator; Krista L. Hart, County Clerk, and at various times, Rachel Brown, Director,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

RECONVENE IN OPEN SESSION

Commissioner Meinelschmidt, seconded by Commissioner Wagner, moved to reconvene in open session at 12:32 p.m. The motion passed unanimously.

ADJOURNMENT

Commissioner Meinelschmidt, seconded by Commissioner Wagner, moved to adjourn at 12:33 p.m. The motion passed unanimously.



Krista L. Hart, *County Clerk*