



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

June 30, 2020

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

A moment of silence was observed, followed by the Pledge of Allegiance to the Flag by the full assemblage.

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. at 100 West Washington Street, Room 1113, Hagerstown, Maryland, with the following members present: Vice President Terry L. Baker and Commissioners Wayne K. Keefer, Cort F. Meinelschmidt, and Randall E. Wagner.

APPROVAL OF MINUTES

Commissioner Keefer, seconded by Commissioner Meinelschmidt, moved to approve the minutes of June 2, 2020 and June 9, 2020. The motion passed unanimously.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Baker discussed the Cares Act funding. Susan Small, Director, Business Development, provided information regarding the funding and the availability of such to residential landlords.

Commissioner Keefer thanked staff for being a positive resource for the Cares Act funding.

Commissioner Wagner echoed Commissioner Keefer's comments.

President Cline shared information regarding the positive message shared on the County's Facebook page on the Cares Act Funding.

REPORTS FROM COUNTY STAFF

Office of Budget and Finance

Sara Greaves, CFO, provided the Board with an update regarding the \$55 million grant application for the INFRA grant. Ms. Greaves shared that the grant application has been denied and she will report additional information as received. Ms. Greaves also discussed the \$1million funding that had been set aside for that grant, which remains in reserve. The Commissioners reached a consensus to allow the funds to remain in reserve at this time.

Office of Grant Management

Susan Buchanan, Director, provided an update regarding the Together We Serve Grant program.

Department of Business Development

Susan Small, Director, provided the Board with an update regarding the Rise Up Grant, adding that 586 applications have been submitted to date. Ms. Small extended the application deadline through June 30th.

Additionally, Ms. Small discussed opening Washington County to tourism as a staged approach with funding from the Business Stabilization Program. The Commissioners advised Ms. Small to bring the matter forth as an agenda item, additionally the Commissioners reached a consensus to extend the Business Stabilization Act for an additional two (2) weeks.

Emergency Services

Dave Hays, Director, provided the Board with an update regarding a plan of action and timeline for the reimbursement of health care plan charges for the volunteer organizations, through September 1, 2020.

County Clerk

Historic District Commission

Commissioner Baker, seconded by Commissioner Keefer, moved to approve the appointment of Gregory Kimmel Smith to a first, three-year term from July 1, 2020 through June 30, 2023. Additionally, to appoint Michael Lushbaugh to serve a first three-year term from July 1, 2020 through June 30, 2023.

County Attorney

Kirk Downey discussed the next plan of action to be followed during the COVID-19 Pandemic.

**BID AWARD (PUR1471) HEATING, VENTING, AIR CONDITIONING, AND
AUTOMATIC TEMPERATURE CONTROLS MAINTENANCE SERVICES AT
COUNTY FACILITIES**

Rick Curry, Director, Purchasing, and Danny Hixon, Deputy Director, Parks & Facilities, recommended award of the Heating, Venting, Air Conditioning, and Automatic Temperature Controls Maintenance Services at County Facilities contract to the responsive, responsible bidder Mick's Plumbing and Heating, Thurmont, Maryland based on the total base bid of \$306,000 based on the hourly rates/formula contained in its bid dated May 29, 2020. The contract is a one (1) year contract that is to tentatively commence July 1, 2020 and end June 30, 2021, with an option by the County to renew for up to four (4) additional consecutive one (1) year periods.

The work to be performed under this contract shall consist of performing quarterly inspections, furnishing all materials, labor, supervision, tools, equipment, permits and insurance necessary to service, all controls and equipment for the heating, ventilating and air conditioning systems for the County office buildings and various locations. The Washington County Health Department and Washington County Free Library are included in this contract.

Commissioner Wagner, seconded by Commissioner Meinelschmidt, moved to approve award of PUR1471 to Mick's Plumbing & Heating as presented. The motion passed unanimously.

BROWNFIELD REVITALIZATION INCENTIVE PROGRAM

Ms. Small recommended the Board move the matter to public hearing ordinance providing for a tax relief incentive program in Washington County, which would incentivize the economic revitalization of property requiring significant investment in order to prepare it for rehabilitation, properties designed by the State of Maryland as "Brownfield Sites".

The Commissioners reached a consensus to move forward with the proposed public hearing as required for this matter.

AGRICULTURAL PRESERVATION EASEMENT RANKINGS FY2021

Chris Boggs, Land Preservation Planner, Planning & Zoning, recommended approval of the priority ranking of Agricultural Land Preservation Easement applications as recommended by the Agricultural Land Preservation Advisory Board; following a public hearing held June 16, 2020; the record remained open for citizen comments.

Commissioner Wagner, seconded by Commissioner Baker, moved to approve the priority ranking of Agricultural Land Preservation Easement applications as presented. The motion passed unanimously.

**DELIBERATION / CONSENSUS DECISION ON APPLICATION FOR ZONING MAP
AMENDMENT RZ-19-007, WALZC, LLC**

Travis Allen, Comprehensive Planner, Planning & Zoning, brought forth Zoning Map Amendment Application RZ-19-007 from applicant WALZC, LLC for consideration and discussion by the Commissioners. The application concerns a request for a map amendment for a property adjacent to the site of Mount Tabor Builders at 14624 National Pike near the Rural Village of Wilson. The request seeks to extend the Rural Business (RB) Floating zone over the adjacent .88-acre parcel (Tax Map 0035, Parcel 0073).

The Commissioners reached a consensus to approve the requested Zoning Map Amendment; a decision with findings of fact will be prepared for consideration and adoption by the Commissioners.

**CONTRACT AWARD (PUR1470) INTERVENTION AND CASE MANAGEMENT FOR
YOUTH OF INCARCERATED PARENTS IN WASHINGTON COUNTY**

Mr. Curry, and Allison Hartshorn, Grant Manager, Office of Grant Management, recommended award of the contract PUR1470 for Intervention and Case Management for Youth of Incarcerated Parents in Washington County, Maryland to the responsible proposer with the responsive proposal, Potomac Case Management Services, Inc., Hagerstown, Maryland, in the amount of \$90,000.

The purpose of the service to be provided is to fulfill the requirements of the County's Community Partnership Agreement (CPA) for fiscal year 2021 with the Governor's Office of Crime Prevention, Youth, and Victim Services (GOCPYV). The services are to be performed during the contract period that commences upon contract execution and end on June 30, 2021 with an option by the OGM to renew the awarded Contract for up to two (2) additional years through fiscal year 2023.

Commissioner Baker, seconded by Commissioner Meinelschmidt, moved to award contract PUR1470 to Potomac Case Management Services, Inc. in the amount of \$90,000 as presented. The motion passed unanimously.

**CONTRACT AWARD (PUR1465) INSURANCE BROKERAGE AND RISK
MANAGEMENT SERVICES**

Mr. Curry recommended award of contract PUR1465 for Insurance Brokerage and Risk Management Services to the responsible, responsible proposer, with the lowest proposal cost to CBIZ Insurance Services, Inc., Cumberland, Maryland. Mr. Curry shared that funds are budgeted in the individual departmental budgets for lines of coverage.

Commissioner Meinelschmidt, seconded by Commissioner Baker, moved to award PUR1465 to CBIZ Insurance Services, Inc., as presented. The motion passed unanimously.

**INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-20-0034) FOUR DUMP
TRUCKS FOR HIGHWAY DEPARTMENT**

Mr. Curry and Jack Reynard, Fleet Manager, Highway Department, recommended approval by Resolution, the purchase of four (4) 4x2 Mack Dump Trucks from Potomac Truck Center, Inc., Bladensburg, Maryland (MD) at a cost each of \$208,818 (extended warrant \$3,318) for a total amount of \$848,544 and to utilize another jurisdiction's contract (#4400003267) that was awarded to Howard County, Maryland Office of Purchasing.

Commissioner Baker, seconded by Commissioner Keefer, moved to award the intergovernmental cooperative purchase (INTG-20-0034) to Potomac Truck Center, Inc., Bladensburg, MD, in the amount of \$848,544, as presented. The motion passed unanimously.

(Resolution No. RS-2020-12 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is located in the County Commissioner's Office.)

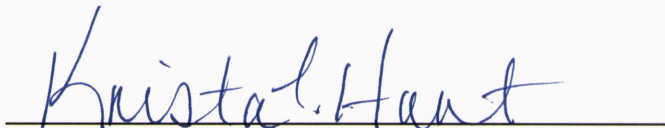
EXTENSION OF FORT RITCHIE CONTRACT

Kirk Downey, County Attorney/Interim County Administrator recommended approval of a contract extension for the purchase of the Fort Ritchie property. Mr. Downey explained that due to the lawsuit appeal of Mr. Mahrle, which surrounds the property sale, the proposed one (1) year extension is recommended, with the understanding that the date would change once discussion is held with the buyers council.

Commissioner Wagner, seconded by Commissioner Meinelschmidt, moved to approve the one (1) year extension of the sale of the Fort Ritchie property contract as presented. The motion passed 3-2 (Commissioner Baker and Commissioner Keefer voted "NAY").

ADJOURNMENT

Commissioner Keefer, seconded by Commissioner Meinelschmidt, moved to adjourn at 11:07 a.m. The motion passed unanimously.



Krista L. Hart, *County Clerk*