



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

July 14, 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 9:01 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, and Cort F. Meinelschmidt (Randall E. Wagner was absent).

APPROVAL OF MINUTES

Commissioner Baker, seconded by Commissioner Keefer, moved to approve the minutes of June 16, 2020. The motion passed unanimously (4-0, Commissioner Wagner was absent).

REPORTS FROM COUNTY STAFF

Division of Environmental Management

Jeremy Mose, Director and Dave Mason, Deputy Director, Solid Waste, informed the Commissioners that the Styrofoam Recycling Program at the Forty West Landfill will be discontinued due to lack of participation

COMMISSIONERS' REPORTS AND COMMENTS

President Cline shared that Commissioner Wagner was out on a planned vacation. He shared his prayers for the family of Nancy Bell and recognized her service with the Boonsboro Rescue Service.

Krista Hart, County Clerk, shared that the Boards and Commissions are still meeting, practicing social distancing.

ANNUAL EMERGENCY COMMUNICATIONS CENTER POLICE DISPATCHING, CITY OF HAGERSTOWN

Dave Hays, Director, Emergency Services (EMS); Sara Greaves, CFO; Sheriff Douglas Mullendore; Charlie Summers, Retired Assistant Director, EMS; and Kevin Lewis, Director, Training/Quality Assurance, EMS, provided the Board with information as it pertains to a discussion on May 5, 2009 at a City Council Work Session and subsequent motion on May 26, 2009 where the City of Hagerstown (City) and the Washington County Board of County Commissioners (County) agreed on the consolidation of dispatching services for the Hagerstown Police Department at the new Washington County Emergency Communications Center. Mr. Hays elaborated on the details of the said motion, to include an annual payment to the County of \$406,000, which at the time represented 85% of eleven (11) current City police dispatchers that would move to County employment.

Ms. Greaves shared information as written in the minutes of May 5, 2009 regarding the payment and future payments.

CONTRACT AWARD PUR1469 VESTA 911 HARDWARE REFRESH UPGRADE FOR THE DIVISION OF EMERGENCY SERVICES (DES)

Rick Curry, Director, Purchasing and Mr. Hays recommended award of a contract for the purchase and installation of Vesta 911 Hardware Refresh Upgrade, all related hardware and software to

Carousel Industries, Newport News, Virginia (VA) for the Total Proposal Value of \$2,161,502.51 and annual maintenance support in the amount of \$70,760 per year, contingent upon the County Attorney's approval of the final Service Agreement between the County and the recommended vendor.

The Hardware Refresh Upgrade will include the 911 Primary Center (Elliott Parkway), Back-Up Center (West Washington Street), and the Maryland State Police Barrack O. The vendor will be responsible for providing a minimum of eight (8) hours of training on each module. There are liquidated damages in the amount of up to five hundred (\$500) per consecutive calendar day, up to a predetermined amount, for each critical deliverable that has not been provided, until satisfactory performance is accomplished. Funds are available in the amount of \$2,548,807.50 in account GRT105. The Numbers Board provided funding for this project; no County funds are being requested.

Commissioner Keefer, seconded by Commissioner Meinelschmidt, moved to approve the award of PUR1469 to Carousel Industries, Newport News, VA, in the amount of \$2,161,502.51 and \$70,760 per year for the annual maintenance support. The motion passed unanimously. (4-0, Commissioner Wagner was absent).

CONTRACT AWARD PUR1474 ACQUIRE AND UPGRADE ADDITIONAL DEVICE MANAGEMENT LICENSES FOR THE COUNTY'S EXISTING MOBILE DEVICE MANAGEMENT SYSTEM (MDM)

Mr. Curry and Josh O'Neal, Director, Information Systems, recommended award for a sole source purchase of additional licensing in the amount of \$66,600 from Teltek, Westminster, Maryland based on its proposal dated June 26, 2020. Upon approval, this purchase would cover a licensing term of five (5) years, and if ordered prior to July 20, 2020 with an additional year included at no cost.

Commissioner Baker, seconded by Commissioner Meinelschmidt, moved to award the sole source purchase for PUR1474 in the amount of \$66,600 to Teletek, Westminster, MD. The motion passed unanimously (4-0, Commissioner Wagner was absent).

INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-20-0037) ONE (1) JOHN DEERE UTILITY TRACTOR FOR HIGHWAY DEPARTMENT

Mr. Curry and Jack Reynard, Fleet Manager, Highway Department, recommended approval by resolution, the purchase of one (1) John Deere 5100M Utility Tractor for a total cost of \$66,695.39 and to utilize another jurisdictions contract awarded by Baltimore County Public Schools (contract 001B0600298) to John Deere of Cary, North Carolina (NC). Funds are budgeted in the Capital Improvement budget account 600300-30-20010 EQP042.

Commissioner Baker, seconded by Commissioner Meinelschmidt, moved to approve by resolution, the purchase of one (1) John Deere Utility Tractor from John Deere, Cary, NC in the amount of \$66,695.39 as presented. The motion passed unanimously (4-0, Commissioner Wagner was absent).

(Resolution No. ORD-2020-14 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is in the County Commissioners' Office.)

INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-20-0033) THREE (3) NEW ALTEC AT30-G TELESCOPIC AERIAL TRUCKS

Brandi Naugle, Buyer, Purchasing; Zane Rowe, Deputy Director, Highway Department; and Mr. Reynard, recommended approval by resolution, the purchase of three (3) new AT30-G Telescopic Aerial Trucks with Altec Industries, Birmingham, Alabama (AL); and to utilize another jurisdictions contract with Sourcewell contract number 120418-ALT in the amount of \$57,086 per year for a total of six (6) years. Funds are budgeted in the Highway Departments operating budget 535055-20-20060.

Commissioner Meinelschmidt requested information pertaining to lease versus purchase options, as well as consideration for options to one (1) rather than three (3).

The Commissioners made no decision regarding the matter and instructed staff to return with additional information at a later date.

INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-20-0035) ONE (1) VACUUM TANKER

Ms. Naugle and Mark Bradshaw, Deputy Director, Water Quality, moved to authorize by resolution the purchase of one (1) VAC3600 Vacuum Truck, 4000 gallon aluminum tanker, 76" painted with all standard equipment from Vac-Con, Green Cove Springs, Florida (FL) in the amount of \$234,292; and to utilize another jurisdictions contract (122017-AMI) with Sourcewell. Funds are budgeted in the Department of Water Quality's Capital Improvement Plan VEH010.

Commissioner Keefer, seconded by Commissioner Meinelschmidt, moved to approve by resolution, the purchase of one (1) Vacuum Tanker from Vac-Con, Green Cove Springs, FL in the amount of \$234,292 as presented. The motion passed unanimously (4-0, Commissioner Wagner was absent).

(Resolution No. ORD-2020-15 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is in the County Commissioners' Office.)

APPROVAL OF ZONING MAP AMENDMENT RZ-19-007

Jill Baker, Director, Planning and Zoning; and Kirk Downey, County Attorney, recommended approval of Zoning Map Amendment RZ-19-007, which consists of a request to extend an existing Rural Business floating zone over an adjacent .88-acre property as previously presented on June 30, 2020. Mr. Downey presented information formally presented through a public hearing, and findings of facts. The Decision and Findings of Fact have been prepared and are ready for adoption.

Commissioner Baker, seconded by Commissioner Keefer, moved to approve Zoning Map Amendment RZ-19-007 as presented. The motion passed unanimously (4-0, Commissioner Wagner was absent).

(Ordinance No. ORD-2020-20 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is in the County Commissioners' Office.)

PROPERTY ACQUISITION FOR FROG EYE ROAD BRIDGE REPLACEMENT

Todd Moser, Real Property Administrator, and Scott Hobbs, Director of Engineering, requested approval for option agreements for partial property acquisition including fee simple and/or easements for 19807 Frog Eye Road, 1638 Rohrsersville Road, and 19621 Frog Eye Road, and authorization of an ordinance approving said purchase, and to authorize the execution of the necessary documentation to finalize the acquisition. Mr. Moser explained that option agreements have been negotiated for three (3) properties at a total amount of \$14,450.

Commissioner Baker, seconded by Commissioner Meinelschmidt, moved to approve the option agreements for easement and fee simple acquisitions as related to the Frog Eye Road Bridge Replacement project and to adopt the proposed ordinance approving the purchase and to authorize the execution of the necessary documentation to finalize the acquisitions. The motion passed unanimously (4-0, Commissioner Wagner was absent).

(Ordinance Nos. ORD-2020-21, ORD-2020-22, ORD-2020-23 are recorded among the Acts, Ordinances, and Resolutions of Washington County and the originals are located in the County Commissioners' Office.)

BUDGET ADJUSTMENT, HAGERSTOWN REGIONAL AIRPORT

Garrison Plessinger, Director, Hagerstown Regional Airport, recommended approval of a budget adjustment in the amount of \$29,100 to transfer funds from the FY2020 operations budget 45-45020 into the Capital Improvement budget 35 45010. This transfer will support the purchase of a previously approved belt loader for the Airport.

Commissioner Keefer, seconded by Commissioner Meinelschmidt, moved to approve the budget transfer in the amount of \$29,100 as presented. The motion passed unanimously (4-0, Commissioner Wagner was absent).

ADMINISTRATIVE OFFICE OF THE COURTS ADDITIONAL SECURITY FUNDING

Allison Hartshorn, Grant Manager, Office of Grant Management recommended approval for the acceptance of grant funds in the amount of \$53,440 for Circuit Court Security Funding. Ms. Hartshorn shared that the funding provides for the installation of bullet resistant back glazing on the existing windows near the Courthouse entrance and installation of bullet resistant barrier and two bullet resistant glass doors in the Licensing Department of the Clerk's office of the Courthouse.

Commissioner Baker, seconded by Commissioner Meinelschmidt, moved to approve the acceptance of grant funds in the amount of \$53,440 as presented. The motion passed unanimously (4-0, Commissioner Wagner was absent).

SEX OFFENDER COMPLIANCE AND ENFORCEMENT MARYLAND GRANT

Cody Miller, Quartermaster/Grants Manager, Washington County Sheriff's Office, and Ms. Hartshorn recommended approval to submit the grant application for the FY21 Sex Offender Compliance and Enforcement Maryland Grant to the Governor's Office of Crime Control and Prevention in the amount of \$34,166 and to accept funding as awarded. This would provide funding for salaries of two (2) part-time civilian employees, assisting the Sex Offender Registrar.

Commissioner Keefer, seconded by Commissioner Meinelschmidt, moved to approve the submission of the grant application for the FY21 Sex Offender Compliance and Enforcement Maryland Grant in the amount of \$34,166 and to accept funding as awarded. The motion passed unanimously (4-0, Commissioner Wagner was absent).

EMERGENCY MANAGEMENT PERFORMANCE GRANT COVID-19 SUPPLEMENTAL

Charles Brown, Emergency Manager, Division of Emergency Services, and Ms. Hartshorn, recommended approval to accept funding awarded by the Maryland Emergency Management Agency in the amount of \$29,361.92. The funds will be used to employ a contractual planner to work within the Emergency Operations Center, reporting to Mr. Brown for activities related to COVID-19.

Commissioner Baker, seconded by Commissioner Keefer, moved to accept the funding as awarded by the Maryland Emergency Management Agency in the amount of \$29,361.92 as presented. The motion passed unanimously (4-0, Commissioner Wagner was absent).

CARES ACT MEMORANDUM OF UNDERSTANDING WITH WASHINGTON COUNTY HEALTH DEPARTMENT

Mr. Brown presented the Board with a Memorandum of Understanding (MOU) between the Washington County Government and the Washington County Health Department to ensure a cooperative understanding related to the disbursement of CARES Act funding from the HealthCare portion allotted to Washington County.

Commissioner Meinelschmidt requested addition of names as each organization representatives in the language written in the MOU.

Commissioner Baker, seconded by Commissioner Keefer, moved to approve the MOU with the changes as noted to include the addition of organizational representative names. The motion passed unanimously (4-0, Commissioner Wagner was absent).

CARES ACT OVERVIEW DISCUSSION

Mr. Brown, Ms. Greaves, Susan Small, Director, Business Development, and Susan Buchanan, Director, Office of Grant Management, provided the Board with an overview regarding the original spending plan for the non-healthcare portion of the awarded CARES Act funding to Washington County and an explanation of work completed to this point, as it relates to the COVID-19.

The Commissioners reached a consensus to extend the deadline for applications of the CARES Act funding for an additional week for further discussion.

CONVENE IN CLOSED SESSION

Commissioner Meinelschmidt, seconded by Commissioner Baker, moved to convene in closed session at 10:11 a.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 (4-0, Commissioner Wagner was absent).

In closed session, the Commissioners discussed potential appointments to a board over which the Commissioners have appointing authority and gave staff direction in regards thereto. Additionally, the Commissioners discussed the employment, recruitment, or assignment of County personnel with staff.

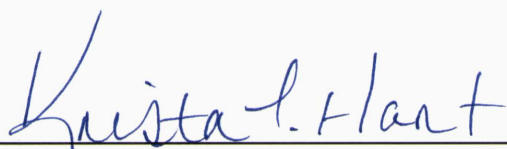
Present during closed session were Commissioners Jeffrey A. Cline, Terry L. Baker, Wayne K. Keefer, and Cort F. Meinelschmidt; Commissioner Randall E. Wagner was absent. Also present was Krista L. Hart, County Clerk, and at various times, and Rachel Brown, Director, Human Resources.

RECONVENE IN OPEN SESSION

Commissioner Meinelschmidt, seconded by Commissioner Keefer, moved to reconvene in open session at 11:08 a.m. The motion passed unanimously (4-0, Commissioner Wagner was absent).

ADJOURNMENT

Commissioner Meinelschmidt, seconded by Commissioner Baker, moved to adjourn at 11:08 a.m. The motion passed unanimously (Commissioner Wagner was absent).



Krista L. Hart, *County Clerk*