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BOARD OF COUNTY COMMISSIONERS
October 20, 2020
OPEN SESSION AGENDA

The meeting of the Board of County Commissioners of Washington County will be held at 100 West Washington Street, Suite 1113, Hagerstown. Due to Governor Hogan's Executive Order and gathering restrictions, Board members will be practicing social distancing. County buildings remain closed to public access except by appointment. Therefore, there will be no public attendance in the meeting chambers, unless previously scheduled. The meeting will be live streamed on the County's YouTube and Facebook sites.

- 10:00 AM** **MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**
CALL TO ORDER, *President Jeffrey A. Cline*
APPROVAL OF MINUTES: October 13, 2020
- 10:05 AM** **COMMISSIONERS' REPORTS AND COMMENTS**
Proclamation: Economic Development Week
- 10:10 AM** **CITIZEN PARTICIPATION** (*citizens are required to submit a request to khart@washco-md.net or by calling 240.313.2204 at least 24 hours in advance of the meeting*)
- 10:15 AM** **PUBLIC SAFETY RADIO SYSTEM, CONSULTANT FUNDING REQUEST** – *Mark Mades, Deputy Director, Wireless Communications; Dave Hays, Director, Emergency Services*
- 10:20 AM** **CONSTRUCTION BID AWARD: HVAC @ 17718 VIRGINIA AVENUE** – *Andrew Eshleman, Director, Public Works*
- 10:25 AM** **CONSTRUCTION BID AWARD: ROOF REPLACEMENT @ 17718 VIRGINIA AVENUE** – *Andrew Eshleman, Director, Public Works*
- 10:30 AM** **HAGERSTOWN URBAN IMPROVEMENT PROJECT: CAPITAL BOND BILL GRANT APPLICATION SUBMISSION** – *Susan Buchanan, Director, Grant Management*
- 10:35 AM** **WASHINGTON COUNTY COMMUNITY COALITION REQUEST FOR SUPPORT** – *Paul Frey, President, Chamber of Commerce; Jim Kercheval, Executive Director, Greater Hagerstown Committee*
- 10:45 AM** **DIVISION OF EMERGENCY SERVICES / DIVISION OF EMERGENCY MANAGEMENT**– *Kirk Downey, Interim County Administrator / County Attorney*
- 10:50 AM** **CLOSED SESSION** - (*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.*)
- 11:30 AM** **ADJOURNMENT**



Agenda Report Form

Open Session Item

SUBJECT: Economic Development Week

PRESENTATION DATE: October 20, 2020

PRESENTATION BY: Board of County Commissioners

REPORT-IN-BRIEF: Proclamation Presentation

WHEREAS, Economic Development efforts have and will continue to improve the economic well-being and quality of life of the County by helping to create and retain jobs that facilitate business growth and provide a stable tax base, and;

WHEREAS, Economic Development requires Countywide teamwork with all government, workforce development, educational, private business and various other partners to be successful, and;

WHEREAS, the economic growth and stability of the State affects all regions and jurisdictions in Maryland, and Washington County is an important component of the State's economic success and will highlight and promote economic development efforts in our county.

THEREFORE, We, the Board of County Commissioners of Washington County, Maryland, hereby proclaim the week of October 19- 23, 2020, as Economic Development Week recognizing all the past, current and future efforts of all those to who participate and support Economic Development private and public efforts at all levels - federal, state, county, city and municipality



Open Session Item

SUBJECT: P25 450 MHz Public Safety Radio System, Consultant Funding Request

PRESENTATION DATE: October 27, 2020

PRESENTATION BY: Mark Mades – Deputy Director, Wireless Communications; R. David Hays - Director, Division of Emergency Services (DES)

RECOMMENDATION: To authorize funding in the amount of \$100,000.00 to secure contractual Radio System Engineering Services.

REPORT-IN-BRIEF: The County’s 450 MHz, P25 Digital Radio System, which serves as the primary radio system for Public Safety is nearing its 14th year of service since its original installation. In so much, several areas of Washington County had marginal radio system coverage due to mountainous terrain and the need for directional antennas to keep radio signals from interfering with other jurisdictions. One area where radio system reception and transmission is questionable is the southern areas of Washington County. There are several other areas throughout the County where improved performance could be improved, however the southern areas of the County are most pressing due to call volumes on the Potomac River, C&O Canal and Appalachian trails.

Compounding the initial radio system weaknesses, over 10 years of vegetative growth has continued to occur. A recent review of system issues seems indicate a possibility that this growth is contributing to decreased system function and performance issues in South County.

DISCUSSION: Director Mades of Wireless Communications has created a CIP project, whereas, the P25 digital radio system would be reviewed by a specialized engineer who would draft recommendations on improvements and updates to our Public Safety Radio System. This study is needed to aid County Staff in addressing the needed updates and improvements to the system. Timing of this study is of great significance, as the study needs to have the benefit of an analysis during heavy tree foliage and vegetation states.

Awaiting future funding in the FY22 budgeting process, the study could not occur until the spring of 2022 due to the timing of heavy vegetation and foliage conditions. This would push correction of the issues to the FY23 Budget cycle, which is more than 24 months out.

FISCAL IMPACT: \$100,000.00

CONCURRENCES: CFO

ALTERNATIVES: N/A

ATTACHMENTS: None



Agenda Report Form

Open Session Item

SUBJECT: Construction Bid Award – HVAC Work at 17718 Virginia Avenue

PRESENTATION DATE: October 20, 2020

PRESENTATION BY: Andrew Eshleman, Director of Public Works

RECOMMENDED MOTION: Move to award the contract for the heating, ventilation, and air conditioning (HVAC) work at 17718 Virginia Avenue to the lowest responsive, responsible bidder, M.S. Johnston Company of Hagerstown, for the base bid amount of \$98,450.00.

REPORT-IN-BRIEF: The project was advertised in the Herald Mail, on the County’s website, and on the State of Maryland’s website, “e-Maryland Marketplace Advantage (eMMA).” Four (4) bids were received and opened on Friday, September 25, 2020, as listed below.

<u>Contractor:</u>	<u>Base Bid:</u>
M.S. Johnston Company	\$ 98,450.00
Mick’s Plumbing, Heating & Air Conditioning	\$ 162,545.00
Howard Mechanical Services	\$ 236,750.00
ASN General Contracting, Inc.	\$ 335,000.00

The bids were evaluated and the low bid is in order. The engineer’s estimate for the base bid work was \$133,000.

DISCUSSION: The existing HVAC system is insufficient in providing the heating/cooling needs for the newly renovated space. The HVAC work will be done in a phased approach and the add alternate work will be completed a later time. The project will consist of installing new heating/cooling units and new duct work. The project is a 90 consecutive calendar day contract with an anticipated Notice to Proceed in November 2020 and a completion date in February 2021. The bid documents include Liquidated Damages in the amount of \$250.00 per calendar day for work beyond the completion date.

FISCAL IMPACT: The project will utilize available funds from the Systemic Improvements-Buildings account (BLD078) in the Capital Improvement Plan (CIP).

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation

AUDIO/VISUAL TO BE USED: N/A



**WASHINGTON COUNTY DIVISION OF ENGINEERING
BID TABULATION**

**17718 VIRGINIA AVENUE HVAC REPLACEMENT
COUNTY CONTRACT NO. MS-HV-283-28**

	MS JOHNSTON COMPANY <i>Hagerstown, MD</i>	MICK'S PLUMBING, HEATING & AIR CONDITIONING <i>Thurmont, MD</i>	HOWARD MECHANICAL SERVICES <i>Baltimore, MD</i>	ASN GENERAL CONTRACTING, INC. <i>Upper Marlboro, MD</i>
Base Bid	\$98,450.00	\$162,545.00	\$236,750.00	\$335,000.00
Alternate	\$96,975.00	\$57,000.00	\$62,180.00	\$40,000.00
TOTAL BID	\$195,425.00	\$219,545.00	\$298,930.00	\$375,000.00



Open Session Item

SUBJECT: Construction Bid Award – Roof Replacement at 17718 Virginia Avenue

PRESENTATION DATE: October 20, 2020

PRESENTATION BY: Andrew Eshleman, Director of Public Works

RECOMMENDED MOTION: Move to award the contract for the roof replacement project at 17718 Virginia Avenue to the lowest responsive, responsible bidder, Tecta America East, LLC. of Jessup, Maryland, in the amount of \$149,930.00.

REPORT-IN-BRIEF: The project was advertised in the Herald Mail, on the County’s website, and on the State of Maryland’s website, “e-Maryland Marketplace Advantage (eMMA).” Fifteen (15) bids were received and opened on Thursday, October 8, 2020, as listed below.

<u>Contractor:</u>	<u>Base Bid:</u>
Tecta America East, LLC.	\$ 149,930.00
D Project, Inc.	\$ 156,000.00
Simpson Unlimited, Inc.	\$ 161,700.00
AAR of North Carolina, Inc.	\$ 166,300.00
Hite Roofing	\$ 168,000.00
Simpson of Maryland, Inc.	\$ 173,773.00
Skyline Roofing, Inc.	\$ 186,347.00
Alpha Omega Construction Group, Inc.	\$ 191,000.00
Bonded Applicators, Inc.	\$ 191,208.00
Ruff Roofing & Sheet Metal, Inc.	\$ 199,717.00
Reliance Roofing and Waterproofing, Inc.	\$ 206,920.00
Franco and Brothers Contractors, Inc.	\$ 209,950.00
Dynamic General Contracting, LLC.	\$ 240,000.00
Cole Roofing Co., Inc.	\$ 241,000.00
Vertex Roofing Contractors	\$ 319,609.00

The bids were evaluated and the low bid is in order. The engineer’s estimate for the work was \$160,000.00.

DISCUSSION: The existing roof is in need of replacement to maintain long term integrity of the building. The project is a 45 consecutive calendar day contract with an anticipated Notice to Proceed in November 2020 and a completion date in December 2020. The bid documents include Liquidated Damages in the amount of \$250.00 per calendar day for work beyond the completion date.

FISCAL IMPACT: The project will utilize available funds from the Systemic Improvements-Buildings account (BLD078) in the Capital Improvement Plan (CIP).

CONCURRENCES: N/A

ATTACHMENTS: Bid Tabulation



**WASHINGTON COUNTY DIVISION OF ENGINEERING
BID TABULATION**

**17718 VIRGINIA AVENUE ROOF REPLACEMENT
COUNTY CONTRACT NO. MS-RF-284-28**

	Tecta America East, LLC <i>Jessup, MD</i>	D Project, Inc. <i>Glen Burnie, MD</i>	Simpson Unlimited, Inc <i>Manassas, VA</i>	AAR of North Carolina, Inc <i>Kernersville, NC</i>
Base Bid	\$139,930.00	\$146,000.00	\$151,700.00	\$156,300.00
Constr. Contingency	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
TOTAL BID	\$149,930.00	\$156,000.00	\$161,700.00	\$166,300.00

**WASHINGTON COUNTY DIVISION OF ENGINEERING
 BID TABULATION**

**17718 VIRGINIA AVENUE ROOF REPLACEMENT
 COUNTY CONTRACT NO. MS-RF-284-28**

	Hite Roofing Cumberland, MD	Simpson of Maryland, Inc. Hanover, MD	Skyline Roofing, Inc Rockingham, VA	Alpha Omega Construction Group, Inc Glenwood Landing, NY
Base Bid	\$158,000.00	\$163,773.00	\$176,347.00	\$181,000.00
Constr. Contingency	\$10,000.00	\$10,000.00	\$10,000	\$10,000.00
TOTAL BID	\$168,000.00	\$173,773.00	\$186,347.00	\$191,000.00

**WASHINGTON COUNTY DIVISION OF ENGINEERING
BID TABULATION**

**17718 VIRGINIA AVENUE ROOF REPLACEMENT
COUNTY CONTRACT NO. MS-RF-284-28**

	Bonded Applicators, Inc <i>Waynesboro, PA</i>	Ruff Roofing & Sheet Metal, Inc. <i>Baltimore, MD</i>	Reliance Roofing and Waterproofing, Inc <i>Manassas, VA</i>	Franco and Brothers Contractors, Inc. <i>Beltsville, MD</i>
Base Bid	\$181,208.00	\$189,717.00	\$196,920.00	\$199,950.00
Alternate	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
TOTAL BID	\$191,208.00	\$199,717.00	\$206,920.00	\$209,950.00

**WASHINGTON COUNTY DIVISION OF ENGINEERING
BID TABULATION**

**17718 VIRGINIA AVENUE ROOF REPLACEMENT
COUNTY CONTRACT NO. MS-RF-284-28**

	Dynamic General Contracting, Inc Millersville, MD	Cole Roofing Co., Inc. Baltimore, MD	Vertex Roofing Contractors Manassas, VA
Base Bid	\$230,000.00	\$231,000.00	\$309,609.00
Alternate	\$10,000.00	\$10,000.00	\$10,000.00
TOTAL BID	\$240,000.00	\$241,000.00	\$319,609.00



Open Session Item

SUBJECT: Hagerstown Urban Improvement Project-Capital Bond Bill Grant Application Submission

PRESENTATION DATE: October 20, 2020

PRESENTATION BY: Susan Buchanan, Director, Office of Grant Management

RECOMMENDED MOTION: Move to approve the submission of the FY21 Maryland Capital Bond Bill application, accept awarded funds, and approve execution of grant documents upon receipt from the Maryland Department of General Services and move to approve the subsequent execution of a Subrecipient with the City of Hagerstown, who will be added as a beneficiary on the Capital Bond Bill.

REPORT-IN-BRIEF: In 2017, Governor Hogan authorized five years of Capital Bond Bill funding totaling \$7.5 million for the Urban Improvement Project. The County has received the application packet for the fourth year of funding in the amount of \$2,500,000. Once the application is submitted the State will provide a grant agreement to the County for review and execution.

DISCUSSION: The Department of General Services (DGS) has provided the County with the application for the fourth year of Capital Bond Bill funding for the Hagerstown Urban Improvement Project. The amount of funding allocated in FY20 is \$2,500,000. The total amount of funding authorized over 5 years is as follows:

2018	\$1,500,000
2019	\$750,000
2020	\$500,000
2021	\$2,500,000
2022	\$2,250,000

The funding will be used to reimburse costs associated with the Urban Improvement Project including the Maryland Theatre Expansion, Barbara Ingram School Expansion and proposed multi-use Plaza. Once the application is submitted to the Department of General Services, a grant agreement for the funding will be sent to the County for execution.

DGS is adding the City of Hagerstown to the Capital Bond Bill to allow them to receive reimbursement for expenses associated the construction of a multi-use Plaza. This addition will necessitate the execution of an additional Subrecipient Agreement between the City of Hagerstown and the County.

FISCAL IMPACT: The grant will provide \$2,500,000 for costs associated with various components the Urban Improvement Project.

CONCURRENCES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL TO BE USED: N/A



Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Washington County Community Coalition Request for Support

PRESENTATION DATE: October 20, 2020

PRESENTATION BY: Paul Frey, President, Washington County Chamber of Commerce, and Jim Kercheval, Executive Director, Greater Hagerstown Committee

RECOMMENDED MOTION: Move to award \$10,000 to the Washington County Community Coalition for their continued partnership with lobbying efforts in Annapolis

REPORT-IN-BRIEF: Presentation of outlined topics to be discussed during the upcoming legislative season

DISCUSSION: N/A

FISCAL IMPACT: \$10,000

CONCURRENCES: None

ALTERNATIVES: None



Agenda Report Form

Open Session Item

SUBJECT: Division of Emergency Services / Division of Emergency Management

PRESENTATION DATE: October 20, 2020

PRESENTATION BY: Kirk C. Downey, County Attorney/Int. County Admin.

RECOMMENDED MOTION: Move to reorganize the Division of Emergency Services and Division of Emergency Management as presented.

REPORT-IN-BRIEF: Separation of Emergency Management and Emergency Services

DISCUSSION: The Division of Emergency Services currently includes the Department of Emergency Management. It has been determined that to streamline operational efficiencies in both Emergency Services and Emergency Management, it would be beneficial to have them as stand alone units. The fiscal impact is negligible. The Emergency Manager would report directly to the County Administrator.

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A