



## **Board of County Commissioners of Washington County, Maryland**

### ***Open Session Minutes***

**October 20, 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 10:01 a.m. at 100 West Washington Street, Room 1113, Hagerstown, Maryland, with the following members present: Vice President Terry L. Baker, Commissioner Wayne K. Keefer, and Commissioner Randall E. Wagner; Commissioner Cort F. Meinelschmidt was absent.

#### **APPROVAL OF MINUTES**

Commissioner Baker, seconded by Commissioner Keefer, moved to approve the minutes of October 13, 2020. The motion passed unanimously (4-0, Commissioner Meinelschmidt was absent).

#### **COMMISSIONERS' REPORTS AND COMMENTS**

Vice-President Baker requested that the rezoning of a pre-existing nursing home on Sharpsburg Pike be brought before the Board prior to approval.

Commissioner Keefer concurred with Vice-President Baker.

Commissioner Wagner thanked those involved in the Breast Cancer Awareness event.

President Cline referenced articles published in the Herald-Mail paper on October 3<sup>rd</sup> and 5<sup>th</sup> which contain good reviews of facts regarding the matter of the rezoning of property on Sharpsburg Pike.

#### **Economic Development Week**

The Board of County Commissioners presented a proclamation to staff with the Department of Business Development in recognition of Economic Development Week.

#### **STAFF COMMENTS**

##### **Boards and Commissions**

##### **Recreation and Parks Advisory Board**

Commissioner Wagner, seconded by Commissioner Keefer, moved to appoint/reappoint the following individuals: Ralph Stottlemeyer to serve a first term from November 1, 2020 through October 31, 2023; reappoint Sue Lowery to serve a first term from December 1, 2020 through November 30, 2023; to reappoint Eric Michael to serve a fourth term from December 1, 2020 through November 30, 2023 as an ex-officio member representing the Board of Education; and to reappoint Chris Malott to serve a first full term from December 1, 2020 through November 30, 2023; and to grant an exception to the two-term limit as it applies to the appointment of Eric Michael's fourth term. The motion passed unanimously (4-0, Commissioner Meinelschmidt was absent).



### **CITIZEN PARTICIPATION**

John Krowka, Boonsboro, shared comment regarding the selection of the members of the School Board Nominating Committee. Additionally, he shared concern for elected officials not wearing masks during the COVID-19 Pandemic.

### **PUBLIC SAFETY RADIO SYSTEM, CONSULTANT FUNDING REQUEST**

*This matter has been removed from the October 13, 2020 Agenda; the subject will be heard October 27, 2020.*

### **CONSTRUCTION BID AWARD: HEATING, VENTILATION, AIR CONDITIONING AT 17718 VIRGINIA AVENUE**

Andrew Eshleman, Director, Public Works, presented the recommendation to award the contract for the heating, ventilation, and air conditioning (HVAC) work at 17718 Virginia Avenue, Hagerstown to the lowest responsive, responsible bidder, M.S. Johnston Company, Hagerstown Maryland for the base bid amount of \$98,450. 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; funds will be available from the Systemic Improvements Buildings account BLD078.

Commissioner Keefer, seconded by Commissioner Wagner, moved to approve the award of the HVAC contract to M.S. Johnston, Co. in the amount of \$98,450 as presented. The motion passed unanimously (4-0, Commissioner Meinelschmidt was absent).

### **CONSTRUCTION BID AWARD: ROOF REPLACEMENT AT 17718 VIRGINIA AVENUE**

Mr. Eshleman presented the recommendation to award the contract for the roof replacement project at 17718 Virginia Avenue, Hagerstown to the lowest responsive, responsible bidder, Tecta American East, LLC, Jessop, Maryland for the base bid amount of \$149,930. 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; funds will be available from the Systemic Improvements Buildings account BLD078.

Commissioner Keefer, seconded by Commissioner Baker, moved to approve the award of the roof replacement contract to Tecta American East, LLC. in the amount of \$149,930 as presented. The motion passed unanimously (4-0, Commissioner Meinelschmidt was absent).

### **HAGERSTOWN URBAN IMPROVEMENT PROJECT – CAPITAL BOND BILL GRANT APPLICATION SUBMISSION**

Susan Buchanan, Director, Grant Management, requested approval to submit the FY21 Maryland Capital Bond Bill application for the Hagerstown Urban Improvement Project, in the amount of \$2,500,000 and to accept awarded funds, to approve execution of grant documents upon receipt from the Maryland Department of General Services, and 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.

Commissioner Keefer, seconded by Commissioner Baker, moved to approve the submission of the FY21 application in the amount of \$2,500,000 for the Hagerstown Urban Improvement Project, to accept awarded funding, and to execute grant documents as presented; also the execution of a Subrecipient agreement with the City of Hagerstown. The motion passed unanimously (4-0, Commissioner Meinelschmidt was absent).



**WASHINGTON COUNTY COMMUNITY COALITION REQUEST FOR SUPPORT**

Paul Frey, President of the Washington County Chamber of Commerce, and Jim Kercheval, Executive Director of the Greater Hagerstown Committee (GHC), presented a request for a \$10,000 contribution from the County Commissioners toward the Community Lobbying Coalition (Coalition). Coalition partners include the Convention Center and Visitors Bureau, GHC, City of Hagerstown, Washington County Free Library, Washington County Public Schools, Chamber of Commerce and Hagerstown/Washington County Industrial Foundation, Inc. (CHIEF), whose purpose is to advocate for local and State initiatives during the 2021 General Assembly session by hiring a lobbyist for representation in Annapolis.

Commissioner Baker, seconded by Commissioner Wagner, moved to approve a \$10,000 contribution to the Washington County Community Coalition as presented. The motion passed unanimously (4-0, Commissioner Meinelschmidt was absent).

**DIVISION OF EMERGENCY SERVICES / DIVISION OF EMERGENCY MANAGEMENT**

Kirk Downey, County Attorney / Interim County Administrator presented the recommendation to reorganize the Division of Emergency Services and Division of Emergency Management with the Emergency Manager reporting directly to the County Administrator. Mr. Downey shared that by approving this request, it would streamline the services provided by each organization, as well as coincide with other governmental agencies.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the reorganization as presented. The motion passed unanimously (4-0, Commissioner Meinelschmidt was absent).

**CONVENE IN CLOSED SESSION**


Commissioner Wagner, seconded by Commissioner Keefer, moved to convene in closed session at 10:58 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 Sections 3-305(b) (1) of the General Provisions Article of the Annotated Code of Maryland. The motion passed unanimously (4-0, Commissioner Meinelschmidt was absent).

In closed session, the Commissioners discussed the potential appointment of a specific individual or individuals to boards and commissions over which the Board employment, recruitment, and assignment of County personnel and the potential filling of certain personnel vacancies; the Board provided staff direction in regards thereto.

Present during closed session were Commissioners Jeffrey A. Cline, Randy E. Wagner, and Wayne K. Keefer. Also present were Kirk C. Downey, County Attorney/Interim County Administrator; Krista L. Hart, County Clerk, and at various times, Deb Condo, Deputy Director, Human Resources; Jill Baker, Director, Planning & Zoning; Ashley Holloway, Director, Plan Review & Permitting; Josh O'Neal, Director, Informational Systems; and Mark Bradshaw, Deputy Director, Environmental Management.

**ADJOURNMENT**

Commissioner Wagner, seconded by Commissioner Keefer, moved to adjourn at 12:14 p.m. The motion passed unanimously.

  
\_\_\_\_\_  
Krista L. Hart, County Clerk