

Jeffrey A. Cline, *President*
Terry L. Baker, *Vice President*
Krista L. Hart, *Clerk*



Wayne K. Keefer
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BOARD OF COUNTY COMMISSIONERS
January 26, 2021
OPEN SESSION AGENDA

In response to the existing State of Emergency, this meeting of the Board of County Commissioners will be conducted with a virtual component allowing for Commissioner and Staff participation via remote video conference. 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: *January 12, 2021*
- 10:05 AM** **COMMISSIONERS' REPORTS AND COMMENTS**
- 10:15 AM** **STAFF COMMENTS**
- 10:20 AM** **REQUEST FOR INCREASE IN RATE OF PAY FOR CIRCUIT COURT BAILIFFS** –
Honorable Judge Daniel P. Dwyer, Administrative Judge; Kristin Grossnickle, Court Administrator, Circuit Court for Washington County
- 10:30 AM** **CONTRACT RENEWAL (PUR1403) LANDFILL INSPECTION SERVICES** – *Rick Curry, Director, Purchasing; Dave Mason, Deputy Director, Solid Waste*
- 10:35 AM** **FISCAL YEAR 2022 RURAL LEGACY PROGRAM GRANT** – *Chris Boggs, Land Preservation Planner, Planning & Zoning; Allison Hartshorn, Grant Manager, Grant Management*
- 10:40 AM** **HOOD CONSERVATION RESERVE ENHANCEMENT PROGRAM EASEMENT** –
Chris Boggs, Land Preservation Planner, Planning & Zoning
- 10:45 AM** **JOINT RESOLUTION AND AMENDMENT TO CONSOLIDATED GENERAL SERVICES AGREEMENT** – *Mark Bradshaw, Interim Director, Environmental Management*
- 10:50 AM** **BUDGET ADJUSTMENT FOR PARKS PARKING LOT REPAIRS** – *Andrew Eshleman, Director, Public Works*
- 11:05 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; to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State, and to discuss public security, if the public body determines that a 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 plans.)*
- 1:00 PM** **ADJOURNMENT**



Agenda Report Form

Open Session Item

SUBJECT: Request for Increase in Rate of Pay for Circuit Court Bailiffs

PRESENTATION DATE: January 26, 2021

PRESENTATION BY: Honorable Daniel P. Dwyer, Administrative Judge, Circuit Court for Washington County, Kristin Grossnickle, Court Administrator, Circuit Court for Washington County

RECOMMENDED MOTION: Move to approve an increase in pay for Circuit Court Bailiffs to a flat rate of \$100 per day.

REPORT-IN-BRIEF: The Circuit Court Bailiffs are Part-Time employees assigned to each Judge and Magistrate of the Circuit Court. The Bailiffs assist the Judges in the courtroom and assist jurors during jury trials. With the onset of the Covid-19 pandemic, the court is following guidance of the CDC for additional disinfecting. The Bailiffs have been tasked with these additional duties to keep the Judges, Magistrate, court staff, attorneys, and members of the public safe.

DISCUSSION: The Circuit Court Bailiffs are currently paid \$35 per half day, plus a \$3.50 daily meal allowance, which is the equivalent of \$9.19 per hour. Effective January 1, 2021, the minimum wage rate in Maryland is \$11.75 per hour. The rate will increase to \$12.50 per hour January 1, 2022. In an informal poll of other counties throughout the state, bailiffs serving in a similar role as those in Washington county are paid at a flat rate per day. The Circuit Court is requesting that practice to be followed in our county with an increase to \$100 per day, which is equivalent to \$12.50 per hour, and to eliminate the daily meal allowance.

FISCAL IMPACT: The maximum impact on the Circuit Court budget would be \$48,230.00 annually. This is assuming that all 7 bailiffs work 40 hours per week, 52 weeks per year.

CONCURRENCES: Honorable Daniel P. Dwyer

ATTACHMENTS: Letter from the Honorable Daniel P. Dwyer requesting pay increase for Circuit Court Bailiffs, Supporting documentation with bailiff pay in other counties and calculations of potential impact to the Circuit Court budget.



DANIEL P. DWYER
ADMINISTRATIVE JUDGE
FOURTH JUDICIAL CIRCUIT
OF MARYLAND
CIRCUIT COURT FOR
WASHINGTON COUNTY

COURT HOUSE
24 SUMMIT AVENUE
HAGERSTOWN, MD 21740
TELEPHONE (240) 313-2550

December 23, 2020

Board of County Commissioners
100 West Washington Street
Hagerstown, MD 21740

In consideration of the Minimum Wage increase to \$11.75 per hour effective January 1, 2021 and to \$12.50 per hour effective January 1, 2022, I am requesting a change in the pay for the Circuit Court Bailiffs to \$100.00 per day. Currently the bailiffs receive \$35 per half day, plus a meal allotment of \$3.50 per day.

This increase would be a flat rate of pay each day a bailiff is required to report to work at the Circuit Court. There would no longer be a separate daily meal allotment. This rate of pay was established based on the current minimum wage rate and expected future increases in minimum wage. Neighboring counties are compensating bailiff by a daily flat rate, a practice we would like to follow. The proposed rate of \$100 per day is equitable to neighboring counties for bailiffs performing similar duties.

Court operations have changed due to the Covid-19 pandemic. In following CDC and local health department guidelines, additional cleaning and disinfecting within the courtrooms is now required. The bailiffs have been assigned these additional duties to keep the Judges, Magistrate, court staff, attorneys and members of our community safe, which further justifies the Court's request for the increase in pay.

I would request that this request be considered for immediate review.

Sincerely,

A handwritten signature in blue ink, appearing to read "Daniel P. Dwyer".

Daniel P. Dwyer
Administrative Judge

The Circuit Court is requesting to increase the rate of pay for the seven Circuit Court Bailiffs to a flat rate of \$100.00 per day. The current rate of pay for the Bailiffs is \$35 per half day, plus a \$3.50 daily meal allowance. The maximum impact to the Circuit Court budget would be an increase of \$48,230.00 per year to increase the pay of the Bailiffs. The maximum budget increase of \$48,230.00 per year is based on all 7 bailiffs working 40 hours per week.

The current rate of pay for the Bailiff's is equivalent to \$9.19 per hour (\$73.50/8hours). The minimum wage rate in the State of Maryland, effective January 1, 2021 will be \$11.75 per hour and will again increase to \$12.50 per hour as of January 1, 2022. The proposed pay rate of \$100.00 per day is the equivalent of \$12.50 per hour. The Court is proposing this rate of pay for the Bailiffs, to be in accordance with the Minimum Wage rates that will be in effect January 1, 2022.

In October 2019, an informal survey was taken of all the Circuit Courts in Maryland on the rate of pay for those courts that had Bailiffs serving in a similar role as the Bailiffs in Washington County. Out of those that responded the results were as follows:

Bailiff Pay in Counties that Bailiffs serve in similar role

As of October, 2019

Medium Size Jurisdictions

County	Pay	Notes
Howard	\$100/day	
St. Mary's	\$60/day	
Washington	\$35/half day plus \$3.50 daily meal allowance	
Worcester	\$90/day	

Small Size Jurisdictions

County	Pay	Notes
Allegany	\$12.80/hr. = \$102.40/day	
Calvert	\$75.75/day	After 4:30 pm an additional half day is added, after 9pm another additional half day is added
Somerset	\$90 - \$100/day	

The Circuit Court requested an increase in pay for the Bailiffs in the FY2021 Budget submission. With the onset of the Covid-19 pandemic, at the time of FY2021 Budget approval, raises were not granted for any County employees, including the Bailiffs. With the announcement of the approval of a 2.5% employee step increase for all regular employees with at least six months' tenure and a 1% cost of living adjustment, effective for the pay period ending January 8, 2021, the Circuit Court would ask the County Commissioners to consider the Court's request for a pay increase for the Bailiffs.

When the Circuit Court reopened the doors to the public during the Covid-19 pandemic on July 20, 2020, we asked our bailiffs to take on additional roles. To comply with CDC and local health department guidelines, we have implemented additional cleaning protocols throughout the courthouse. The bailiffs

have been tasked with additional cleaning and disinfecting in the courtrooms. This includes disinfecting the witness stand after every witness that testifies, disinfecting trial tables after every change in parties, wiping down gallery seating during jury trials, just to name a few. The operations of the court have changed to provide the additional safety to those entering the court, due to the pandemic. The court appreciated the assistance of the bailiffs prior to the Covid-19 pandemic, but even more so now as they have taken on these newly assigned duties to help keep the Judges, Magistrate, court staff, attorneys, and members of our community safe in the courtroom.

Below are the calculations showing the current rate of pay versus the proposed rate of pay per bailiff and the overall impact of this request to the Court's budget.

Bailiff Current Rate of Pay

- **\$35/half day plus \$3.50 daily meal allowance (equivalent to \$9.19/hour for 8-hour day)**
- If a Bailiff worked 5 full days per week:

\$70/day x 5 days =	\$350.00 per week
\$3.50 daily meal allowance x 5 days =	<u>\$ 17.50 per week</u>
Maximum pay per week	\$367.50
- Maximum Annual Pay per Bailiff \$367.50 x 52= \$19,110.00
- **Maximum Annual Pay for all 7 Bailiffs \$19,110.00 x 7 = \$133,770.00**

Proposed Rate of Pay

- **\$100 per day (equivalent to \$12.50/hour for 8-hour day)**
- **No daily meal allowances**
- If a Bailiff worked 5 full days per week:

\$100/day x 5 days =	\$500.00 per week
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- Maximum Annual Pay per Bailiff \$500.00 x 52= \$26,000.00
- **Maximum Annual Pay for all 7 Bailiffs \$26,000 x 7 = \$182,000.00**

Maximum Increase Per Bailiff

- Rates are assuming working 5 full days per week, 52 weeks/year
- **Proposed Annual Rate – Current Annual Rate**

\$26,000.00 – 19,110.00 =	\$6,890.00 per Bailiff
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Maximum Budget Increase for all 7 Bailiffs = \$48,230.00

- **Proposed Annual Rate – Current Annual Rate**

\$182,000– 133,770 =	\$48,230.00
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Agenda Report Form

Open Session Item

SUBJECT: Contract Renewal (PUR-1403) Landfill Inspection Services – Requirements Contract

PRESENTATION DATE: January 26, 2021

PRESENTATION BY: Rick Curry, CPPO, Director, Purchasing Department and Dave Mason, P. E., Deputy Director, Solid Waste Department

RECOMMENDED MOTION: Motion to renew the contract with *BAI Group, LLC* for a one (1) year period commencing March 13, 2021 at the same terms and conditions with the exception of a rate increase of 2.6% for construction inspection and engineering services based on its letter of request dated January 7, 2021 as follows:

	Awarded Contract	Renewed Contract Rates	Proposed Contract Rates
	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Construction Inspector:			
Hourly Rate for Straight Time:	\$65.00	\$66.95	\$68.69
Hourly Rate for Overtime:	\$65.00	\$66.95	\$68.69
Senior Construction Inspector:			
Hourly Rate for Straight Time:	\$83.00	\$85.49	\$87.71
Hourly Rate for Overtime:	\$83.00	\$85.49	\$87.71
Project Manager:			
Hourly Rate for Straight Time:	\$118.00	\$121.54	\$124.70
Hourly Rate for Overtime:	\$118.00	\$121.54	\$124.70
Certification Engineer:			
Hourly Rate for Straight Time:	\$118.00	\$121.54	\$124.70
Hourly Rate for Overtime:	\$118.00	\$121.54	\$124.70

REPORT-IN-BRIEF: The services under this contract consist of providing inspection services for landfill related construction projects located throughout the County. The projects involve the construction of sanitary landfill floor construction, landfill capping, leachate collection systems, leachate storage tanks, sediment basins, leachate collection pump station construction, earthwork, landscaping, building construction inspection, mechanical and electrical systems, monitoring wells and other related tasks. This is a requirements contract; inspectors are utilized on an as-needed basis with no guarantee of minimum or maximum number of hours. The duration of the contract is for a period of one (1) year that began March 13, 2019 with an option by the County to renew for up to four (4) additional consecutive one (1) year periods.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in individual project accounts for these services.

CONCURRENCES: Division Director of Environmental Management

ATTACHMENTS: BAI Group, LLC's letter dated January 7, 2021



January 7, 2021

Purchasing Director
Washington County Coordinating Committee
100 West Washington Street
Room 3200
Hagerstown, MD 21740-4748

RE: Letter of Intent to Renew Contract
Landfill Inspection Services Requirement Contract (PUR-1403)

Dear Director:

Please accept this correspondence from BAI Group, LLC (BAI) as our Letter of Intent to enter into a one-year contract renewal term for the referenced contract (PUR-1403 for "Landfill Inspection Services"). The one-year contract renewal period would commence at the conclusion of the term of our current agreement which ends March 12, 2021. Concurrently, we request a 2.6% increase to our schedule of labor rates for the coming one-year term. This increase is based on data from the U.S. Bureau of Labor and Statistics.¹ A tabular explanation of the increases follows:

Rate Category		Current Contract Year Rate	New Contract Year Rate
Construction Inspector	Straight Time	\$ 66.95 /hr	\$ 68.69 /hr
	Overtime	\$ 66.95 /hr	\$ 68.69 /hr
Senior Construction Inspector	Straight Time	\$ 85.49 /hr	\$ 87.71 /hr
	Overtime	\$ 85.49 /hr	\$ 87.71 /hr
Project Manager	Straight Time	\$ 121.54 /hr	\$ 124.70 /hr
	Overtime	\$ 121.54 /hr	\$ 124.70 /hr
Certification Engineer	Straight Time	\$ 121.54 /hr	\$ 124.70 /hr
	Overtime	\$ 121.54 /hr	\$ 124.70 /hr

If you have any questions, please do not hesitate to contact me.

Sincerely,

BAI Group Inc.

James B. Echard, P.E.
President

¹ 2.6% obtained for the 12-month change in the Employment Cost Index from lower right of page 2 of report from the BLS titled "Hagerstown Area Economic Summary," dated December 09, 2021.



Agenda Report Form

Open Session Item

SUBJECT: FY22 Rural Legacy Program Grant – Approval to Submit Application and Accept Awarded Funds

PRESENTATION DATE: January 26, 2021

PRESENTATION BY: Chris Boggs, Land Preservation Planner, Dept. of Planning & Zoning and Allison Hartshorn, Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Move to approve the submission of the grant application for the fiscal year 2021 Rural Legacy Program, in the amount of \$4,821,500 and to accept awarded funding.

REPORT-IN-BRIEF: Each year the Department of Planning and Zoning submits a funding request to the Maryland Department of Natural Resources for the purchase of easements in the County's Rural Legacy Area. Rural Legacy properties are lands of significant agricultural, historic, environmental, public and cultural value inside of the designated Rural Legacy Area, which is concentrated around the Antietam Battlefield. Past Rural Legacy grants have significantly contributed to the progress Washington County has made toward the stated goal of 50,000 permanently preserved acres of land.

DISCUSSION: The Office of Grant Management has reviewed the grant application and funding guidelines. There are no unusual conditions or requirements attached to the acceptance of the grant.

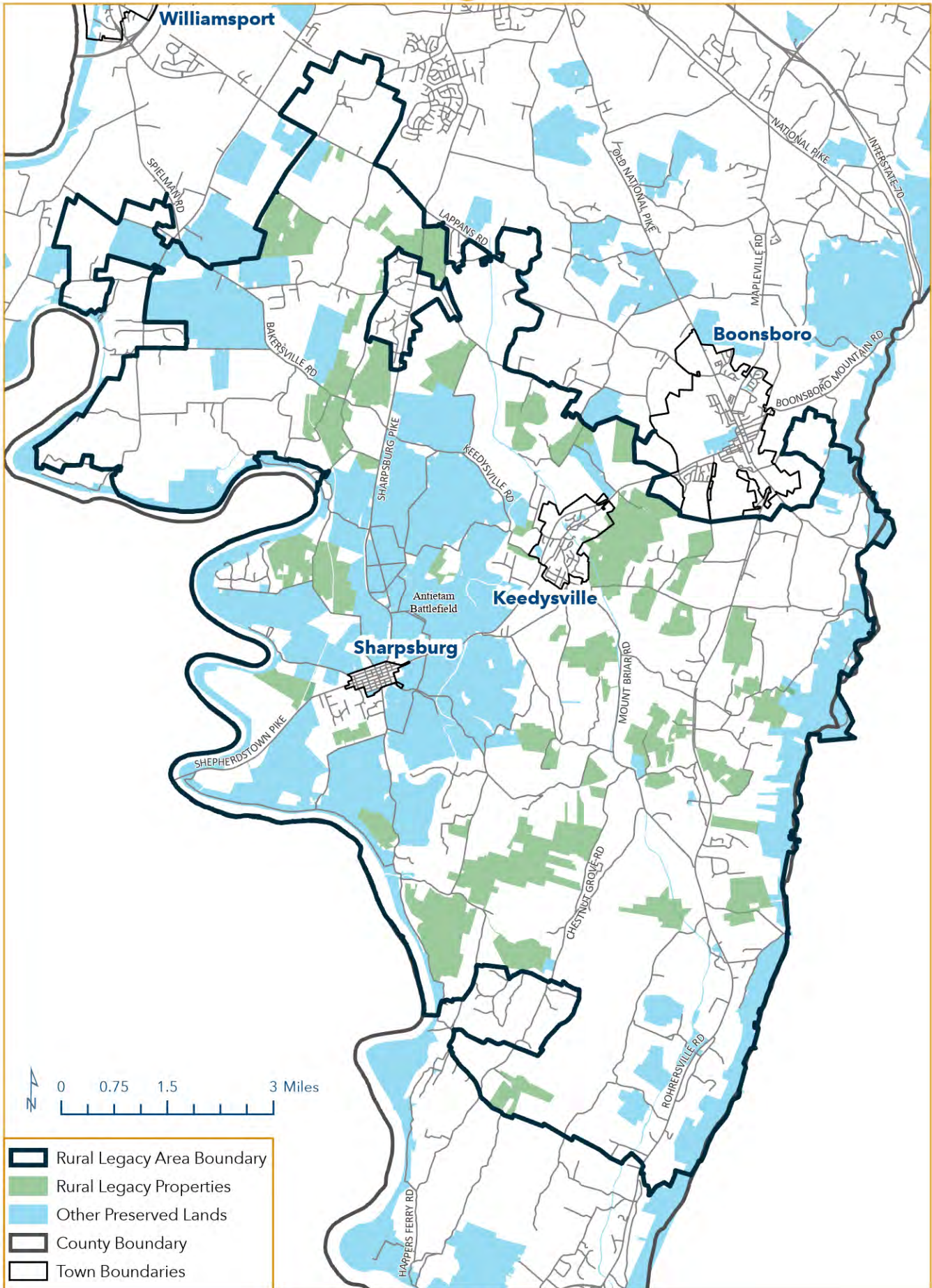
FISCAL IMPACT: There are recurring department operating expenses for the inspections of the easement properties by staff. Time required for inspections are 8 hours per year or \$300.00 per year and the cost is covered by the Department of Planning and Zoning.

CONCURRENCES: N/A

ALTERNATIVES: Deny approval for the submission of this request

ATTACHMENTS: Rural Legacy Map

AUDIO/VISUAL NEEDS: N/A





Agenda Report Form

Open Session Item

SUBJECT: Hood Conservation Reserve Enhancement Program (CREP) Easement proposal

PRESENTATION DATE: January 26, 2021

PRESENTATION BY: Chris Boggs, Land Preservation Planner, Dept. of Planning & Zoning

RECOMMENDED MOTION: Move to approve the Daryl E. & Alexis B. Hood CREP easement project, paid for 100% by the State, in the amount of \$277,200.00 for 89.39 easement acres, to adopt an ordinance approving the purchase of the easement, and to authorize the execution of the necessary documentation to finalize the easement purchase.

REPORT-IN-BRIEF: The Hood property is located at 12744 Little Antietam Road, Hagerstown, and will protect 12.55 acres of woodland and 61.01 acres of hayland. Additionally, there is a 4.91-acre building envelop around the existing dwelling. This easement will serve to buffer roughly 800 feet and 10.92 acres around a tributary to Antietam Creek that runs through the property.

Washington County has been funded to purchase CREP easements on nearly 1,300 acres of land since 2010. The Hood easement will serve to both protect Maryland waterways, as well as preserve the agricultural, historic, cultural and natural characteristics of the land.

DISCUSSION: For FY 2021, the State of Maryland is awarding CREP grants to eligible properties on a project by project basis. Following County approval, the application will be submitted for State funding approval.

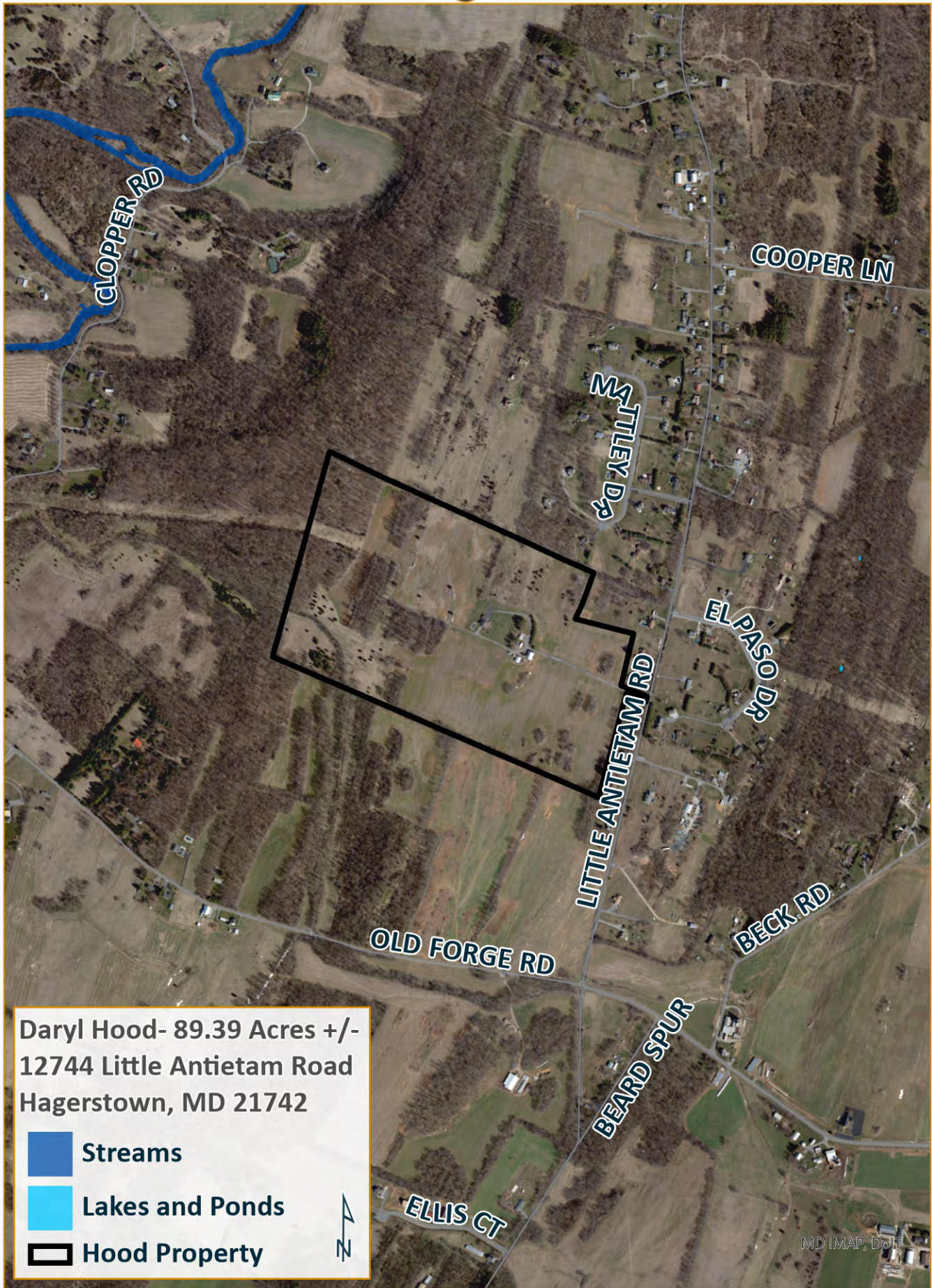
FISCAL IMPACT: CREP funds are 100% State dollars. In addition to the easement funds, the County receives up to 3% of the easement value for administrative costs, a mandatory 1.5% for compliance costs and funds to cover all legal costs and surveys.

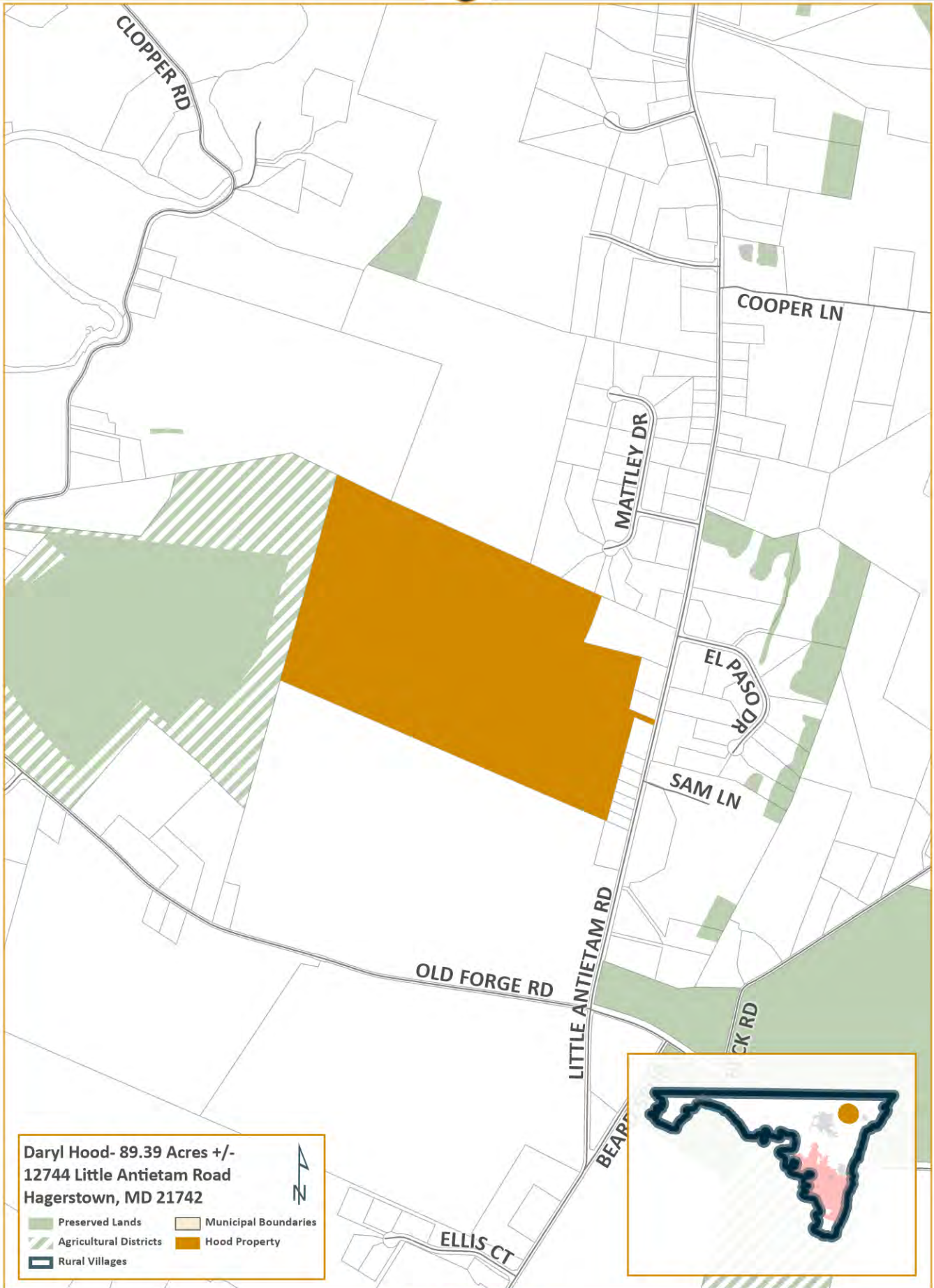
CONCURRENCES: DNR staff approves and supports our program. A final money allocation will be approved by the State Board of Public Works.

ALTERNATIVES: If Washington County rejects these State funds for CREP, the funds will be allocated to other counties in Maryland.

ATTACHMENTS: Aerial Map, Location Map, Detail Map, Ordinance

AUDIO/VISUAL NEEDS: Aerial Map







Agenda Report Form

Open Session Item

SUBJECT: Joint Resolution and Amendment to Consolidated General Service Agreement (CGSA)

PRESENTATION DATE: January 26, 2021

PRESENTATION BY: Mark D Bradshaw, PE – DEM Interim Director

RECOMMENDED MOTION: Approve the Joint Resolution amending the Consolidated General Service Agreement (CGSA) for the provision of sanitary sewer service for Harper Park.

REPORT-IN-BRIEF: Request authorization to include Harper Park into the CGSA, in order to receive public sewer service provided by the City of Hagerstown.

DISCUSSION: The CGSA, which was adopted in 1997, established the means by which sanitary sewer service can be provided to properties in Washington County which would require treatment by the City of Hagerstown, using sewer lines owned and operated by the County. The CGSA designates the properties that are included in the cooperative agreement, and it has been amended from time to time in order to add additional properties.

Harper Park, located on Paradise Church Road, is not currently included in the CGSA, thus requiring a Joint Resolution to be approved by both the County Commissioners and the City of Hagerstown before sewer service can be provided.

FISCAL IMPACT: None

CONCURRENCES: City of Hagerstown (pending Council approval)

ALTERNATIVES: If public sewer is not granted, then the lots will be required to have on-lot septic systems.

ATTACHMENTS: Joint Resolution and Amendment No.12.

AUDIO/VISUAL NEEDS: None

**JOINT RESOLUTION OF THE
BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND
AND
THE MAYOR AND COUNCIL OF THE CITY OF HAGERSTOWN, MARYLAND
AMENDING THE CONSOLIDATED GENERAL SERVICE AGREEMENT
FOR THE PROVISION OF SANITARY SEWER SERVICE**

WHEREAS, The Board of County Commissioners for Washington County, Maryland, a body corporate and politic and, as the duly-constituted legislative body of Washington County, Maryland, a subdivision of the State of Maryland (the "County"), has determined that it is in the best interests of the County and the citizenry thereof to amend the existing Consolidated General Service Agreement for the Provision of Sanitary Sewer Service (the "Agreement"); and

WHEREAS, The Mayor and Council of the City of Hagerstown, as the duly-constituted legislative body of the City of Hagerstown, Maryland, a municipal corporation (the "City"), has determined that it is in the best interests of the City and the citizenry thereof to amend the Agreement with the County; and

WHEREAS, Amendments to the Agreement are required by the Agreement to be authorized by resolutions of the County and the City.

NOW THEREFORE, BE IT RESOLVED, By the County that Amendment No. 12 to the Agreement, a copy of which is attached hereto, is hereby accepted, approved and ratified; and

BE IT FURTHER RESOLVED, That Jeffrey A. Cline, President of the Board of County Commissioners, or his successor, is hereby authorized, empowered and directed to execute Amendment No. 12 and any other documents necessary to effectuate the purposes hereof.

NOW THEREFORE, BE IT RESOLVED, By the City that Amendment No. 12 to the Agreement, a copy of which is attached hereto, is hereby accepted, approved and ratified; and

BE IT FURTHER RESOLVED, That Emily Keller, Mayor of the City of Hagerstown, or her successor, is hereby authorized, empowered and directed to execute Amendment No. 12 and any other documents necessary to effectuate the purposes hereof; and

BE IT FURTHER RESOLVED, that this Resolution shall become immediately effective as of the date of approval by both bodies.

WITNESS AND ATTEST
AS TO CORPORATE SEAL

Krista L. Hart, County Clerk

BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY, MARYLAND

By: _____ (SEAL)
Jeffrey A. Cline, President

Approved: _____
Date signed: _____

WITNESS AND ATTEST
AS TO CORPORATE SEAL

Donna Spickler, City Clerk

By: _____ (SEAL)
Emily Keller, Mayor

Approved: _____
Date signed: _____

Approved as to form
and legal sufficiency:

B. Andrew Bright
Assistant County Attorney

For the County:
Mail to:

Office of the County Attorney
100 W. Washington Street, Suite 1101
Hagerstown, MD 21740

Approved as to form
and legal sufficiency:

Jason Morton
City Attorney

For the City:
Mail to:

Donna K. Spickler
City Clerk
City of Hagerstown
1 East Franklin Street
Hagerstown, MD 21740

**AMENDMENT TO THE
CONSOLIDATED GENERAL SERVICE AGREEMENT
FOR THE PROVISION OF SANITARY SEWER SERVICE
BY AND BETWEEN
THE CITY OF HAGERSTOWN, MARYLAND AND
THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY,
MARYLAND**

AMENDMENT No. 12

RECITALS

The City of Hagerstown, Maryland (the "City") and the Board of County Commissioners of Washington County, Maryland (the "County"), adopted by joint resolution dated September 16, 1997, a Consolidated General Service Agreement for the Provision of Sanitary Sewer Service (the "Agreement"). Said Agreement is incorporated herein by reference.

Section 17 of the Agreement, entitled "Amendments," provides that "Changes to this Agreement shall be made by formal amendment and adopted by resolution by the City and County."

It is the intention of the City and County to amend this Agreement to include additional property to the area served by Joint Sewer Service.

NOW, THEREFORE, the parties agree as follows:

1. It is agreed that the approval, execution, and signing of this Amendment does not in any way modify, amend, alter, revoke, invalidate or revise any term, condition, or provision of the existing Agreement and any amendments thereto referred to except as may be hereinafter provided.
2. It is agreed and recognized by the parties that they are bound by all of the terms and conditions referred to in said Agreement and any amendments thereto.
3. Section 16, titled "Joint Sewer Service Areas," is amended with the addition of the following subsection:

(s) Parcel 427, Washington County Tax Map Number 24 -- identified as the hatched area on Exhibit P, attached hereto (the Property)
4. The approved portions of the parcel identified above are subject to the same requirements of application, review, and approval for wastewater service as all other prospective Joint Service customers covered by the Agreement.

The parties agree and do represent to each other that this Amendment has been approved by each respective legislative body at a duly constituted public meeting and that the undersigned have been designated as the duly authorized signatories and representatives of said bodies.

IN WITNESS whereof, the parties hereto have each executed the Amendment by their duly authorized signatory and representative.

WITNESS AND ATTEST
AS TO CORPORATE SEAL

Krista L. Hart, County Clerk

WITNESS AND ATTEST
AS TO CORPORATE SEAL

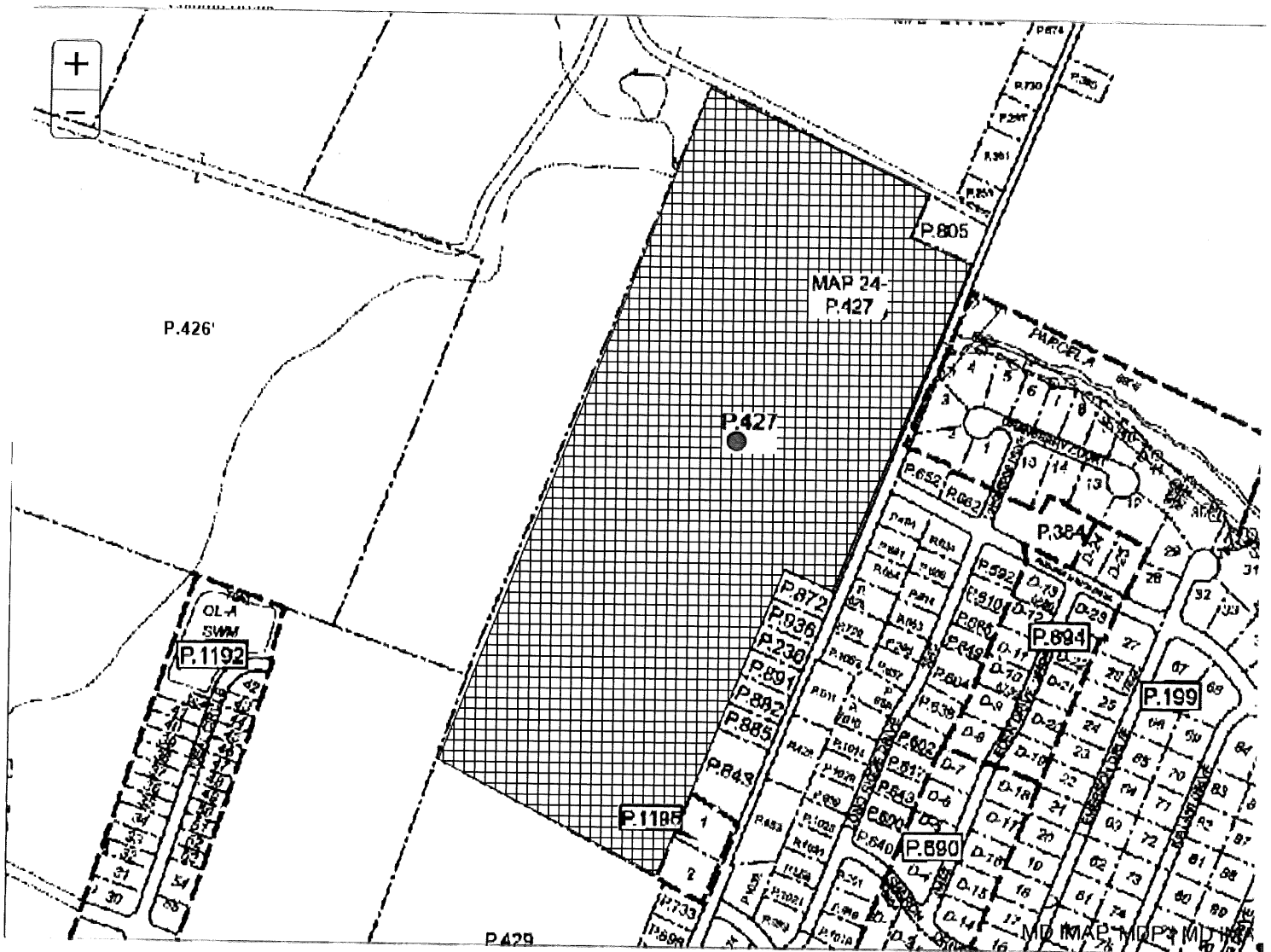
Donna K. Spickler, City Clerk

BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY, MARYLAND

By: _____ (SEAL)
Jeffrey A. Cline, President

MAYOR AND COUNCIL OF THE
CITY OF HAGERSTOWN, MARYLAND

By: _____ (SEAL)
Emily Keller, Mayor

Washington CountyNew Search (<https://sdat.dat.maryland.gov/RealProperty/>)District: **27** Account Number: **007082****EXHIBIT P**

The information shown on this map has been compiled from deed descriptions and plats and is not a property survey. The map should not be used for legal descriptions. Users noting errors are urged to notify the Maryland Department of Planning Mapping, 301 W. Preston Street, Baltimore MD 21201.

If a plat for a property is needed, contact the local Land Records office where the property is located. Plats are also available online through the Maryland State Archives at www.plats.net (<http://www.plats.net>).

Property maps provided courtesy of the Maryland Department of Planning.

For more information on electronic mapping applications, visit the Maryland Department of Planning web site at <http://planning.maryland.gov/Pages/OurProducts/OurProducts.aspx> (<http://planning.maryland.gov/Pages/OurProducts/OurProducts.aspx>).



Agenda Report Form

Open Session Item

SUBJECT: Budget transfer for Parks parking lot repairs

PRESENTATION DATE: January 26, 2021

PRESENTATION BY: Andrew Eshleman, Director of Public Works

RECOMMENDED MOTION: To approve the budget adjustment to use available Program Open Space grant funds.

REPORT-IN-BRIEF: The Washington County Board of Commissioners approved Program Open Space (POS) funds in FY18 for County Parks Parking Lot Repairs/Overlay. Available POS funds remain in that grant allocation and local funds are required to cover the grant match requirement.

DISCUSSION: The County has a Capital Improvement Account REC042 for Parking Lot Repair/Overlay. POS funds require 10% local match, and \$37,051 of POS grant funds remain available to the County. A budget adjustment is proposed to fully utilize available grant funds.

FISCAL IMPACT: \$41,723 with \$37,051 reimbursable from POS, and \$4,672 as the local fiscal impact

CONCURRENCES: CFO

ALTERNATIVES: Do not transfer and lose \$37,051 in grant funds

ATTACHMENTS: Budget Adjustment Form

AUDIO/VISUAL NEEDS: None



Washington County, Maryland Budget Adjustment Form

Print Form

- ☒ Budget Amendment - Increases or decrease the total spending authority of an accounting fund or department
- ☐ Budget Transfer - Moves revenues or expenditures from one account to another or between budgets or funds.

Transaction/Post -Finance	<input type="text"/>
Deputy Director - Finance	<input type="text" value="Kelcee Mace"/> Digitally signed by Kelcee Mace Date: 2020.12.10 14:26:00 -05'00'
Preparer, if applicable	<input type="text"/>

Department Head Authorization	<input type="text"/>
Division Director / Elected Official Authorization	<input type="text" value="Andrew Eshleman"/> Digitally signed by Andrew Eshleman Date: 2020.12.10 14:47:07 -05'00'
Budget & Finance Director Approval	<input type="text"/>
County Administrator Approval	<input type="text"/>
County Commissioners Approval	<input type="text"/>

Required approval with date	<input type="text"/>
If applicable with date	<input type="text"/>
Required approval with date	<input type="text"/>
Required approval with date	<input type="text"/>
Required > \$ 25,000 with date	<input type="text"/>

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
498710	30	11900	REC042		0000	Capital Transfer - General	4,672
498410	30	11900	REC042		0000	Capital Grant - State	37,051
599999	30	11900	REC042		CNST	Parking Lot Repair/Overlay	41,723

Explain Budget Adjustment	<input type="text" value="Budget adjustment requested to utilize all POS funding available for this project. Capital Reserves will be used for the required 10% local match."/>
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Required Action by County Commissioners	<input type="radio"/> No Approval Required	<input checked="" type="radio"/> Approval Required	Approval Date if Known	<input type="text"/>
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