



Board of County Commissioners of Washington County, Maryland
Open Session Minutes
June 15, 2021

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 10:04 a.m. at 100 West Washington Street, Hagerstown, Maryland, with the following members present: Vice-President Terry L. Baker, Commissioner Wayne K. Keefer, Commissioner Randall E. Wagner, and Commissioner Charles A. Burkett.

APPROVAL OF MINUTES

Commissioner Burkett, seconded by Commissioner Keefer, moved to approve the minutes of May 25, 2021. The motion passed 4-1, President Cline abstained.

COMMISSIONERS' REPORTS AND COMMENTS

The Commissioners shared information on various events each attended throughout Washington County.

The Commissioners each offered their condolences to President Cline for the passing of his father, Harry "Buck" Cline.

Vice-President Baker shared fond memories of interactions with the Cline family throughout the years.

Commissioner Keefer recommended staff consider public input regarding the plan to distribute the Economic Development stimulus. Additionally, he announced that the Doleman Black Heritage Museum will hold its first Juneteenth Celebration on June 18 – 19 and thanked the Commissioners for supporting that event. Commissioner Keefer congratulated Kevin Bokoum who was recently announced as the current Washington County Student Member of the Board of Education.

Commissioner Wagner concurs with Commissioner Keefer's recommendation for obtaining public input on the distribution of the stimulus payment. He shared that the Commission on Aging will be hosting a vaccination site today at the Agricultural Center, 10am – 2pm.

President Cline thanked everyone for the over-whelming amount of support for the passing of his father, Vietnam Veteran Harry "Buck" Cline. He also shared his support of Commissioner Keefer's recommendation on the stimulus matter.

STAFF COMMENTS

Department of Business Development

Jonathan Horowitz, Business Leader, Business Development, provided the Board with an update regarding various grant funding programs administered by the Department of Business Development, totaling approximately \$13 million to local businesses. Additionally, Mr. Horowitz shared that the application for the Enterprise Zone Expansion has been approved by the Department of Commerce.

Linda Spence, Business Specialist, shared her appreciation with various staff member, City of Hagerstown, and the Board of County Commissioners for the long-time efforts put forth with the Expansion project.

County Clerk

Krista Hart, Clerk, shared that Commissioner Charles A. Burkett would be representing the following boards and commissions:

- Hagerstown/Eastern Panhandle Metropolitan Planning Organization (alternate)
- Housing Authority of Washington County
- I-81 Corridor Coalition
- Tri-County Council for Western Maryland Revolving Loan Fund (alternate)

Also, Commissioner Wayne K. Keefer will be representing the Disabilities Advisory Committee.

County Administrator

John Martirano shared his condolences to Commissioner Cline in the passing of his father. Additionally, he announced that all County buildings are now open to the public. Additionally, he announced that there is a force main break at Westfields Development, staff is on site. He introduced and welcomed Rick Johnson, Director, Hagerstown Regional Airport.

CITIZEN PARTICIPATION

Chip Wood, Hagerstown, shared his support for the Civil War Rail Trail.

Paulie Ward, Board of Directors, Humane Society, thanked various members of the Board for supporting the Lu-Howl Event hosted by the Washington County Humane Society.

MARYLAND ASSOCIATION OF COUNTIES (MACo) ANNUAL VISIT

Michael Sanderson, Executive Director, and Wilbur Levengood, President, MACo, provided the Commissioners with an update regarding state policy issues, upcoming MACo conference, budget updates, and state legislation.

**STRATEGIC DEMOLITION GRANT APPLICATION SUBMITTAL – FORT RITCHIE
SEWER UTILITIES UPGRADE**

Jennifer Kinzer, Deputy Director, Planning & Zoning, and Rachel Souders, Senior Grant Manager, Office of Grant Management, recommended approval to submit a grant application for sewer upgrades for the Fort Ritchie Redevelopment Project to the Maryland Department of Housing and Community Development in the amount of \$250,000, and to accept awarded funding and execution of grant agreement, contingent upon the execution of a Memorandum of Understanding (MOU) between Cascade Properties, LLC, and Washington County. The grant does not require any matching fund contributions; however, does require that the County and Cascade Properties, LLC execute a MOU outlining each party's role and responsibilities related to the project.

Commissioner Burkett, seconded by Commissioner Wagner, moved to approve the submission of the Strategic Demolition grant application of \$250,000, to accept funding as awarded, and execution of a MOU as presented. The motion passed unanimously.

CONTRACT AWARD (PUR1503) RECORD KEEPING AND ACTUARIAL CONSULTING SERVICES FOR THE RETIREMENT PLAN, LENGTH OF SERVICE AWARD PROGRAM, AND OTHER POST-EMPLOYMENT BENEFITS UNDER GASB-45)

Rick Curry, Director, Purchasing, and Larry Etchison, Director, Human Resources, recommended approval to award contract PUR1503 for Record-Keeping and Actuarial Consulting Services for the Retirement Plan, Length of Service Award Program (LOSAP), and Other Post-Employment benefits Under GASB-45 (OPEB) to the responsive responsible proposer, Bolton Partners, Inc. of Baltimore, Maryland, per its proposal dated March 9, 2021 for an initial one-year term, with an option by the County to renew for up to four (4) additional consecutive one (1) year periods for the total sum (5-year) of \$279,815.

Commissioner Baker, seconded by Commissioner Keefer, moved to award contract PUR1503 to Bolton Partners, Inc. in the amount of \$279,815 as presented. The motion passed unanimously.

PUBLIC HEARING: APPLICATION FOR ZONING TEXT AMENDMENT RS-20-002

President Cline convened a public hearing at 11:02 a.m. to obtain public comment regarding the rezoning application to amend text in several sections of the Zoning Ordinance as it pertains to uses associated with short term residential rentals. Commissioner Cline reviewed the procedures for the Public Hearing.

Jill Baker, Director, Planning and Zoning, explained staff has recommended allowing short term residential rentals in all residential districts by special exception use only. The Washington County Planning Commission considered the matter during a Public Information Meeting as part of its regular meeting on April 5, 2021, during which one (1) verbal comment was received in favor of the changes. The Planning Commission unanimously recommended approval of the proposed text amendments with comments during its regular meeting on May 3, 2021.

The Public Hearing was opened for citizen comment; no comments were present.

The hearing was opened for questions from the Commissioners. Vice-President Baker and Commissioner Burkett asked for additional clarification.

The matter will remain open for a period of one (1) week to permit citizen comments and consideration. Public comment would be due by 4:00 pm, Monday, June 21, 2021 (email: khart@washco-md.net or phone: 240.313.2204, Krista Hart, County Clerk).

The Commissioners took no action, took the matter under advisement, and asked that it be placed on a future agenda for further consideration.

REVISION OF WASHINGTON COUNTY, EMPLOYEE HANDBOOK, PERSONAL DAYS TO PERSONAL LEAVE

Larry Etchison, Director, Human Resources, recommended revisions to the current Washington County Employee Handbook, Personal Days, and associated practices to provide all employees with the identical semi-annual allocation of Personal Leave which can be utilized in one (1) hour increments.

Commissioner Wagner, seconded by Commissioner Keefer (with comment), moved to approve revising the Personal Leave as written in the Employee Handbook to permit the use of one (1) hour increments as presented. Commissioner Keefer recommended the leave be monitored by one (1) person for "abuse". The motion passed unanimously.

AGRICULTURAL PRESERVATION EASEMENT RANKINGS FOR FISCAL YEAR 2022

Chris Boggs, Rural Preservation Administrator, Planning & Zoning, recommended approval of the priority ranking of Agricultural Land Preservation Easement applications as recommended by the Agricultural Land Preservation Advisory Board and to forward the top twelve (12) applications to the Maryland Agricultural Land Preservation Foundation (MALPF).

Commissioner Wagner, seconded by Commissioner Baker, moved to approve Agricultural Preservation Rankings for FY22 and to forward the top twelve (12) applications to the MALPF as presented. The motion passed unanimously.

CONVENE IN CLOSED SESSION

Commissioner Baker, seconded by Commissioner Keefer, moved to convene in closed session at 11:47 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; any other personnel matter that affects one or more specific individuals; and to consider the acquisition of real property for a public purpose and matters related directly thereto, in accordance with Sections 3-305(b) (1) and (3) of the General Provisions Article of the Annotated Code of Maryland. The motion passed unanimously.

In closed session, the Commissioners discussed potential appointments to boards over which the Commissioners have authority and discussed the filling of certain personnel vacancies with specific candidates, the Board provided staff direction in regards thereto. Additionally, the Commissioners considered the possible acquisition of real property for the long-term placement of a public agency.

Present during closed session were Commissioners Jeffrey A. Cline, Terry L. Baker, Wayne K. Keefer, Randall E. Wagner, and Charles A. Burkett; also, present were John M. Martirano, County Administrator; Krista L. Hart, County Clerk, and Kirk C. Downey, County Attorney. Additionally, the following staff members were present at times: Larry Etchison, Director, Human Resources; Scott Hobbs, Director, Engineering; Andrew Eshleman, Director, Public Works; Mark Bradshaw, Director, Environmental Management; and Todd Moser, Real Property Administrator, Engineering.

RECONVENE IN OPEN SESSION

Commissioner Baker, seconded by Commissioner Wagner, moved to reconvene in open session at 1:12 p.m. The motion passed unanimously.

ADJOURNMENT

Commissioner Wagner, seconded by Commissioner Burkett, moved to adjourn at 1:12 p.m. The motion passed unanimously.

A handwritten signature in blue ink that reads "Krista L. Hart". The signature is written in a cursive, flowing style. Below the signature is a horizontal line.

Krista L. Hart, County Clerk