



100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201  
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## **BOARD OF COUNTY COMMISSIONERS**

**August 3, 2021**

### **OPEN SESSION AGENDA**

- 10:00 AM**     **MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**  
**CALL TO ORDER**, *President Jeffrey A. Cline*  
**APPROVAL OF MINUTES**: *July 20, 2021*
- 10:05 AM**     **COMMISSIONERS' REPORTS AND COMMENTS**
- 10:15 AM**     **STAFF COMMENTS**
- 10:25 AM**     **CITIZEN PARTICIPATION**
- 10:35 AM**     **TRANSITIONAL LIVING FOR NATHAN'S RIDGE, INC** – *Carleah Summers, Executive Director; Janelle Rollins, Director; Samantha Baker & Lorenzo Jones, Peer*
- 10:45 AM**     **CHANGE ORDER REQUEST – COMPREHENSIVE HEALTH CARE SERVICES FOR INMATES** – *Major Craig Rowe, Warden, Washington County Sheriff's Office, Detention Center*
- 10:50 AM**     **HAGERSTOWN REGIONAL AIRPORT – AMERICAN RESCUE PLAN ACT (DESIGN) – APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING** – *Rick Johnson, Director, Hagerstown Regional Airport; Allison Hartshorn, Grant Manager, Grant Management*
- 10:55 AM**     **PROGRAM OPEN SPACE ANTIETAM WATER TRAIL ACQUISITION** – *Todd Moser, Real Property Administrator; Andrew Eshleman, Director, Public Works*
- 11:05 AM**     **BUDGET ADJUSTMENT – INCOME TAX** – *Sara Greaves, Chief Financial Officer; John Martirano, County Administrator*
- 11:10 AM**     **HOTEL RENTAL TAX FUNDING REQUEST: HAGERSTOWN SKATE PARK** – *Dan Spedden, President, Hagerstown/Washington County Convention & Visitors Bureau; Susan Buchanan, Director, Grant Management*
- 11:15 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*)

### **RECONVENE OPEN SESSION**

- 11:35 AM**     **STAFF COMMENTS**
- 11:45 AM**     **ADJOURNMENT**



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Transitional living for Nathan's Ridge, Inc.

**PRESENTATION DATE:** August 3, 2021

**PRESENTATION BY:** Carleah Summers, Executive Director; Janelle Rollins, Director; Samantha Baker, Peer; Lorenzo Jones, Peer

**RECOMMENDED MOTION:** Informational Purposes Only

**REPORT-IN-BRIEF:** The necessity of treatment and re-entry services for individuals with a history of incarceration and substance use disorders, peers will elaborate. The Executive Director will elaborate on treatment services that will be provided.

**DISCUSSION:** How Nathan's Ridge can be assisted with housing in order to better serve the community in this capacity.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** N/A

**ATTACHMENTS:** N/A



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Multi-Signature change order for Comprehensive Health Care Services for Inmates – Approval of the Change Order.

**PRESENTATION DATE:** August 3, 2021

**PRESENTATION BY:** Major Craig Rowe, Warden, Washington County Sheriff's Office, Detention Center.

**RECOMMENDED MOTION:** Move to approve the Multi-Signature Change Order from \$1,976,548.62 to \$2,176,548.62, an increase of \$200,000 for claims that will be reimbursed by the State.

**REPORT-IN-BRIEF:** The Washington County Sheriff's Office, Detention Division is requesting approval of the multi-signature change order so that invoices for catastrophic billing can be paid and then submitted to the State for reimbursement.

**DISCUSSION:** The contract with PrimeCare Medical, Inc. states in the "scope of work, section W" that "The Center shall also, upon receiving the appropriate documentation from the contractor, file for and reimburse the contractor for any funds received from the State of Maryland for any individual inmate in excess of \$25,000 per fiscal year pursuant to Maryland Code, Correctional Services Articles, Section 9-405." The detention center must pay these funds out of the budget in order then invoice the State of Maryland in order to receive reimbursement. These are unbudgeted FY21 costs due to not having prior knowledge of what inmates and medical conditions would be incarcerated in any given year. Due to the pandemic and courts being closed for a lengthy period these inmates with medical conditions have remained incarcerated far longer than the typical length of stay.

**FISCAL IMPACT:** Initially \$200,000 but those funds will be reimbursed to the General fund when received from the State.

**CONCURRENCES:** Purchasing Department

**ALTERNATIVES:** Deny approval then funds will have to be paid from FY22 which was not budgeted for.

**ATTACHMENTS:** Multi-Signature Change Order Form

**AUDIO/VISUAL NEEDS:**

**BOARD OF COUNTY COMMISSIONERS OF  
WASHINGTON COUNTY MARYLAND  
100 WEST WASHINGTON STREET, HAGERSTOWN, MARYLAND 21740-4735  
CHANGE ORDER**

TO: PrimeCare Medical, Inc.  
Consultant: 3940 Locust Lane  
Contractor: Harrisburg, PA. 17109  
Vendor: Attn: Derek Hughes

Change Order No.  Purchase Order No.

Contract No.  Oracle Account No.

Project Title:  Date:

The contract time will: ☐ increase ☐ decrease ☒ remain the same by:  ☐ calendar days ☐ working days

**Description of Change:**

Change is needed for June Billing and for paying the medical bills for inmates in excess of \$25,000 which is the reimbursed by the State of Maryland once proof of payment submitted.

**Reason for Change:**

The contract with PrimeCare states in "scope of work, section W" that "The Center shall also, upon receiving the appropriate documentation from the Contractor, file for and reimburse the Contractor for any funds received from the State of Maryland for any individual inmate in excess of \$25,000 per fiscal year pursuant to Maryland Code, Correctional Services Articles, Section 9-405." The Detention Center has paid \$128,846.32 to date in overages for four inmates that comes out of budget with reimbursement from the State going into the general fund. These are not budgeted for due to not having prior knowledge these inmates would have the medical conditions that they do and the pandemic has kept them incarcerated longer due to the Courts being closed.

The completion date, incorporating the changes included in this change order, is:	<input type="text" value="Jun 30, 2021"/>
The original contract sum was:	<input type="text" value="\$1,976,548.62"/>
Net changes by previous change orders:	<input type="text" value="\$0.00"/>
Contract sum prior to this change order:	<input type="text" value="\$1,976,548.62"/>
By this Change Order, the contract sum will be changed by:	<input type="text" value="\$200,000.00"/>
The new contract sum including this change order will be:	<input type="text" value="\$2,176,548.62"/>

**The Consultant/Contractor/Vendor shall not commence with the work described hereon until this form is executed by all agents.**

Consultant:

Finance:

Contractor/Vendor:

Purchasing:

Approving Agency:

County Administrator:

**Outside County Entities: Please email the signed form to [ChangeOrder@washco-md.net](mailto:ChangeOrder@washco-md.net).**





## Agenda Report Form

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### Open Session Item

**SUBJECT:** Hagerstown Regional Airport -American Rescue Plan Act (Design) – Approval to Submit Application and Accept Awarded Funding

**PRESENTATION DATE:** August 3, 2021

**PRESENTATION BY:** Rick Johnson, Director, Hagerstown Regional Airport, and Allison Hartshorn, Grant Manager, Office of Grant Management

**RECOMMENDED MOTION:** Move to submit the acceptance of grant funds in the amount of \$1,168,383.00 from the Federal Aviation Administration.

**REPORT-IN-BRIEF:** The proposed funding is for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport and debt service payments.

**DISCUSSION:** Hagerstown Regional Airport is eligible for funds under the American Rescue Plan Act 2021 (Public Law 117-2) (ARPA). The purpose of these funds is to provide economic relief to airports in response to the COVID-19 pandemic. The FAA will distribute these funds through grants under the new Airport Rescue Grant Program (ARGP).

Federal Aviation Administration: \$1,168,383.00

Total: \$1,168,383.00

**FISCAL IMPACT:** Funded fully under the American Rescue Plan Act

**CONCURRENCES:** Susan Buchanan, Director, Office of Grant Management

**ALTERNATIVES:** Deny acceptance of funds

**ATTACHMENTS:** N/A

**AUDIO/VISUAL NEEDS:** N/A



## Agenda Report Form

### Open Session Item

**SUBJECT:** Program Open Space Antietam Water Trail Acquisition

**PRESENTATION DATE:** August 3, 2021

**PRESENTATION BY:** Todd Moser, Real Property Administrator, Andrew Eshleman, Director of Public Works

**RECOMMENDED MOTION:** Move to approve the option agreements for partial property acquisition including fee simple and/or easements for the properties listed below, to approve an ordinance approving said purchase, and to authorize the execution of the necessary documentation to finalize the acquisition.

**REPORT-IN-BRIEF:** The property owner at 458 Antietam Drive has agreed to sell the parcel to the County for the Antietam Water Trail Project. Program Open Space will cover a significant portion of the acquisition cost to include appraisals, title work, and property acquisition.

**DISCUSSION:** The project would support the development of the Antietam Water Creek Water Trail. This location would serve as the unofficial start of the Antietam Creek Water Trail to support uses including boating, tubing, fishing, and general recreation. This location was the former site of the Antietam Paper Mill dating back to the 1700s, but the site has remained in its present state since the building burned down almost 20 years ago. The purchase of the property provides the opportunity to redevelop this former local community landmark.

The County has partnered with numerous municipalities, state and local agencies, businesses, and non-profits on the development of the Water Trail to improve access to and recreation on the waterway. The County has applied for grants to aid in the development of the site, which is anticipated to include a parking area, stream access, lighting, signage, fencing, and a small picnic area.

Property Location	Property Cost	Fee Area	Program Open Space Funding	County Funding
458 Antietam Drive	\$14,000	1.2551 Acres	\$11,750 + \$2,000 for appraisals if property is purchased plus cost of title work.	\$2,250 if property is purchased. \$5,565 if the option to purchase is declined.

If the County would decide not to purchase the property, the County would be responsible for the \$5,565 in appraisal cost and preliminary title work.

**FISCAL IMPACT:** \$2,250 if property is purchased. \$5,565 if property is not purchased.

**CONCURRENCES:** N/A

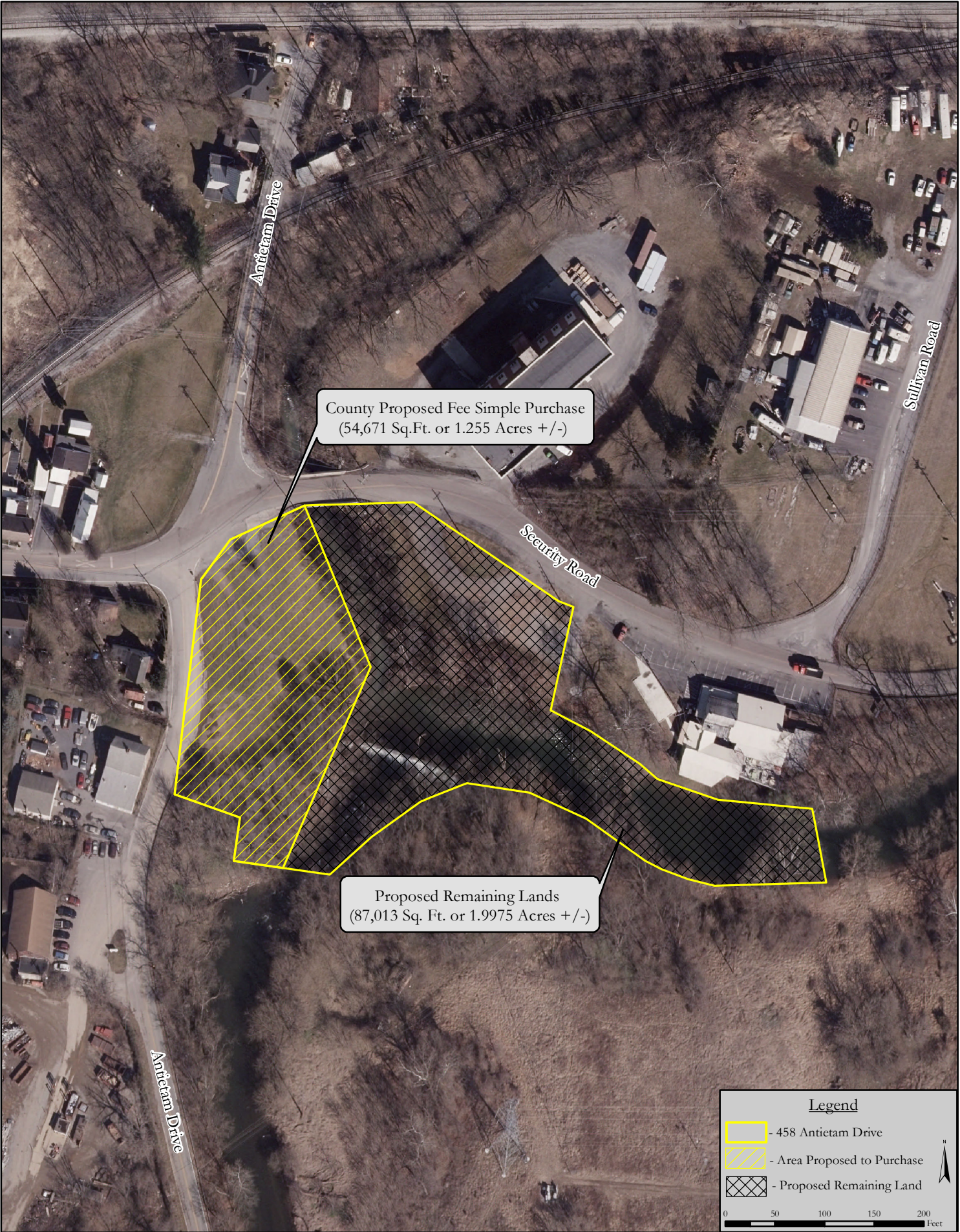
**ALTERNATIVES:** N/A

**ATTACHMENTS:** Aerial Map, Ordinance, Antietam Park Presentation, Letters of Support.

**AUDIO/VISUAL NEEDS:** N/A



# 458 Antietam Drive





ORDINANCE NO. ORD-2021-

**AN ORDINANCE TO APPROVE THE PURCHASE OF REAL PROPERTY**

*(Program Open Space - 458 Antietam Drive)*

RECITALS

1. The Board of County Commissioners of Washington County, Maryland (the "County") believes that it is in the best interest of the citizens of Washington County to purchase certain real property identified on the attached Schedule A (the "Property") to be used for public purposes.
2. The County approved the purchase of the Property on August 3, 2021.
3. A public hearing was not required by Section 1-301, Code of the Public Local Laws of Washington County, Maryland as the funds utilized to purchase the Property are not to be expended from the General Fund of the County.
4. The Property is part of the Antietam Water Trail Project and will serve as the unofficial start of the Antietam Creek Water Trail to support uses including boating, tubing, fishing, and general recreation.
5. A significant portion of the acquisition cost will be covered by funds granted to the County through Program Open Space.

THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland, that the purchase of the Property be approved and that the President of the Board and the County Clerk be and are hereby authorized and directed to execute and attest, respectively, all such documents for and on behalf of the County relating to the purchase of the Property.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2021.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

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

BY: \_\_\_\_\_  
Jeffrey A. Cline, President

Approved as to legal sufficiency:

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Kirk C. Downey  
County Attorney

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

## SCHEDULE A—DESCRIPTION OF PROPERTY

All that portion of land situate along the East side of N/F Antietam Drive, southeast of its intersection with N/F Security Road, in Hagerstown, Maryland, Election District No. 18 of Washington County, Maryland, and more particularly described as follows:

BEGINNING for the outline hereof at a 5/8" rebar set in the West margin of N/F Antietam Drive, said point being North 13 Degrees 18 Minutes 37 Seconds East 50 feet from the Northwest corner of a stone foundation; a tie as described for the end of the first line of Parcel No. 1, as set forth in a Deed from the Schmidt & Ault Paper Company to Leonard G. Mathias, dated July 16, 1942, and recorded among the Land Records of Washington County, Maryland, in Liber 219, folio 585; thence along the margin of said Antietam Drive on a bearing to agree with a recent survey performed by Washington County staff

1. North 20 Degrees 48 Minutes 55 Seconds East 78.46 feet to a point in the existing Right-of-Way for Antietam Drive, as shown and/or indicated as a 5-foot offset right of and perpendicular to Baseline of Right-of-Way station 25+01.67, on a plat recorded among said Land Records, in the Washington County Lands and Right-of-Way Plat Book, as Right-of-Way Plat No. 100-10-249; thence with said Right-of-Way for the following seven (7) courses
2. North 88 Degrees 12 Minutes 10 Seconds East 3.50 feet to a point;
3. North 06 Degrees 06 Minutes 18 Seconds East 47.28 feet to a point;
4. North 01 Degrees 20 Minutes 21 Seconds East 36.55 feet to a point;
5. North 01 Degrees 47 Minutes 50 Seconds West 15.00 feet to a point;
6. North 04 Degrees 53 Minutes 28 Seconds West 18.53 feet to a point;
7. North 03 Degrees 27 Minutes 20 Seconds West 34.38 feet to a 5/8" rebar set;
8. North 36 Degrees 25 Minutes 19 Seconds East 50.81 feet to a point in the pavement for N/F Security Road; thence crossing said road
9. North 13 Degrees 40 Minutes 10 Seconds East 71.08 feet to a Mag nail in the existing Right-of-Way line for N/F Antietam Drive, found at or near the last or North 58 Degrees 45 Minutes West 50.0 foot line of deed Parcel No. 33, as set forth in a Deed dated January 1, 2008, from St. Lawrence Cement Inc. to Holcim (US) Inc., and recorded among said Land Records in Liber 3533, folio 182; thence with and biding upon said lands of N/F Holcim (US) Inc., reversed and on corrected bearings for the following three (3) courses
10. South 62 Degrees 18 Minutes 42 Seconds East 49.11 feet to a point in N/F Security Road;



11. South 23 Degrees 43 Minutes 59 Seconds East 15.00 feet to a point at or near the corner of an existing bridge over the Marsh Run;
12. South 89 Degrees 58 Minutes 59 Seconds East 18.28 feet to a point along the South side of said bridge and at or near the centerline of the Marsh Run, said point also being in the ninth (9<sup>th</sup>) or North 85 Degrees 45 Minutes West 29.5 foot line of said Holcim (US) Inc. deed (L.2533 f.182) as aforementioned; thence leaving said lands of N/F Holcim (US) Inc. and crossing lands of Grantor herein by nine (9) new lines of division now established
13. South 28 Degrees 43 Minutes 22 Seconds East 105.31 feet to a point;
14. South 12 Degrees 04 Minutes 57 Seconds East 75.96 feet to a point;
15. South 17 Degrees 32 Minutes 15 Seconds West 49.03 feet to a point intending to be 3 feet, more or less, northerly of the north edge of the existing concrete dam across the Antietam Creek; thence parallel with said north edge of dam
16. North 86 Degrees 12 Minutes 02 Seconds West 21.75 feet to a 5/8" rebar set on the bank of the Antietam Creek and intending to be 3 feet, more or less, westerly from the west end of the existing concrete dam across the Antietam Creek; thence parallel with said west end of dam
17. South 28 Degrees 30 Minutes 19 Seconds West 31.78 feet to a 5/8" rebar set on the bank of the Antietam Creek and intending to be 3 feet, more or less, westerly from the west end of the existing concrete dam across the Antietam Creek; thence parallel with the south edge of said dam
18. South 85 Degrees 22 Minutes 07 Seconds East 19.01 feet to a point intending to be 3 feet, more or less, southerly of the south edge of the existing concrete dam across the Antietam Creek;
19. South 22 Degrees 35 Minutes 50 Seconds East 25.31 feet to a point;
20. South 21 Degrees 44 Minutes 21 Seconds West 56.28 feet to a point;
21. South 39 Degrees 28 Minutes 22 Seconds West 77.23 feet to a point in the eighth (8<sup>th</sup>) or North 76 Degrees 41 Minutes West 105.00 foot line of Grantor's Deed, said point also intending to be in the tenth (10<sup>th</sup>) or North 82 Degrees 13 Minutes West 116.17 foot line of the Lands of N/F Maryland Metals, Inc., by a Deed dated October 14, 1988, and recorded among said Land Records in Liber 896, folio 970; thence with a portion thereof on corrected bearings
22. North 81 Degrees 43 Minutes 11 Seconds West 63.21 feet to a 5/8" rebar set at or near the end of the 8<sup>th</sup> line of Grantor's Deed as aforementioned, said point also intending to be at or near the beginning of the fifth (5<sup>th</sup>) or North 13 Degrees 19 Minutes East 43.94 foot line

of deed Parcel No. 1 of the Lands of N/F Maryland Metals, Inc., and recorded among said Land Records as aforementioned; thence binding upon said lands for a portion thereof on corrected bearings

23. North 08 Degrees 16 Minutes 49 Seconds East 45.00 feet to a 5/8" rebar set at or near the beginning of the tenth (10<sup>th</sup>) or North 65 Degrees 8 Minutes West 70.00 foot line of Grantor's deed; thence with said line on corrected bearings
24. North 69 Degrees 11 Minutes 39 Seconds West 70.00 feet to the point of beginning, containing an area of 54,671 square feet or 1.2551 acres of land, more or less.

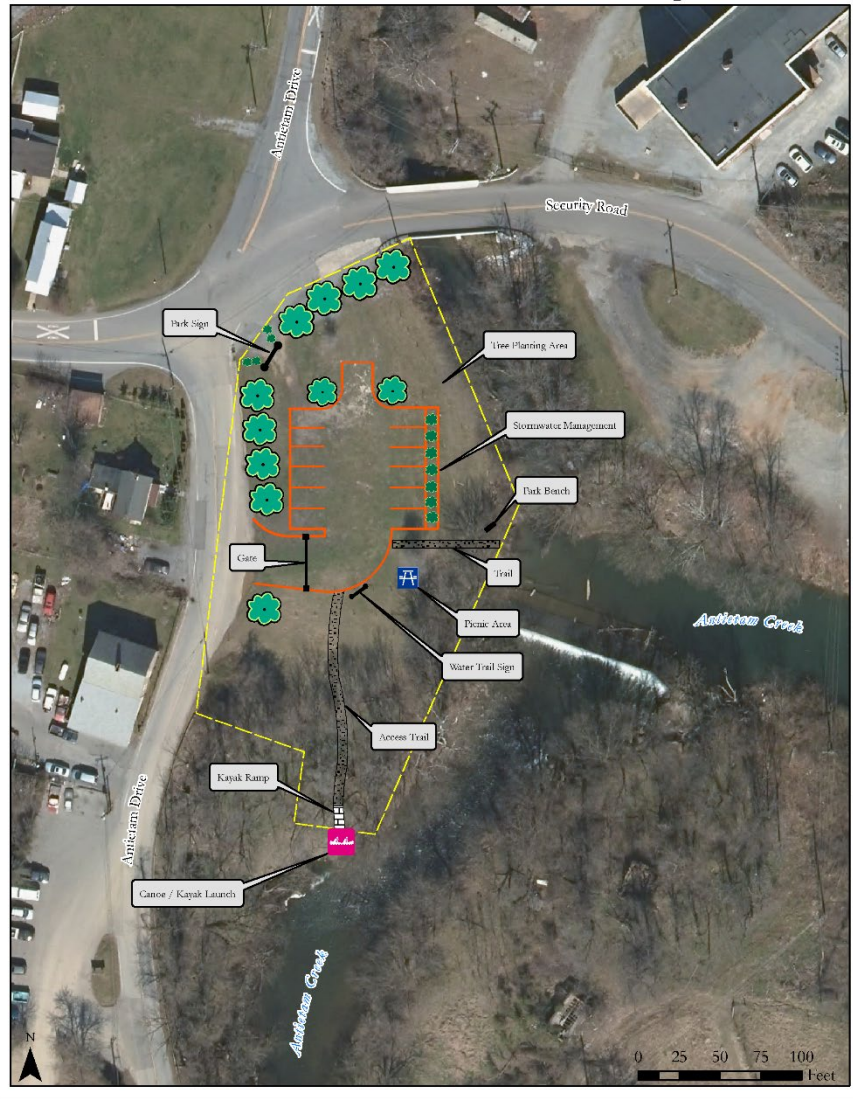
**BEING** a portion of Parcel No. 2 of the lands of Grantor herein by Deed dated March 30, 2010, and recorded among said Land Records in Liber 3846, folio 36. Also labeled as "PARCEL NO. 2" on a simplified plat drawn by the Division of Engineering for Washington County, Maryland, entitled "SIMPLIFIED PLAT, RESUBDIVISION OF PARCELS NO. 1 & 2, LANDS OF LISA K. HENICLE," and intending to be recorded among the Land Records of Washington County, Maryland.

**SUBJECT** to all easements, rights-of-way, covenants, conditions, and restrictions of record applicable thereto.

# Antietam Drive Park

## DRAFT PARK CONCEPT LAYOUT

Antietam Water Trail: Antietam Drive Location Improvements



- 458 Antietam Drive
- ~1.2 acres
- Originally a flower mill known as “Mill Brook” constructed prior to 1783.
- In an 1820 census Mill Brook was the County’s 3<sup>rd</sup> most productive mill.
- Converted to a Paper Mill in 1867
- The location was the center of industry and commerce for the community for almost 200 years

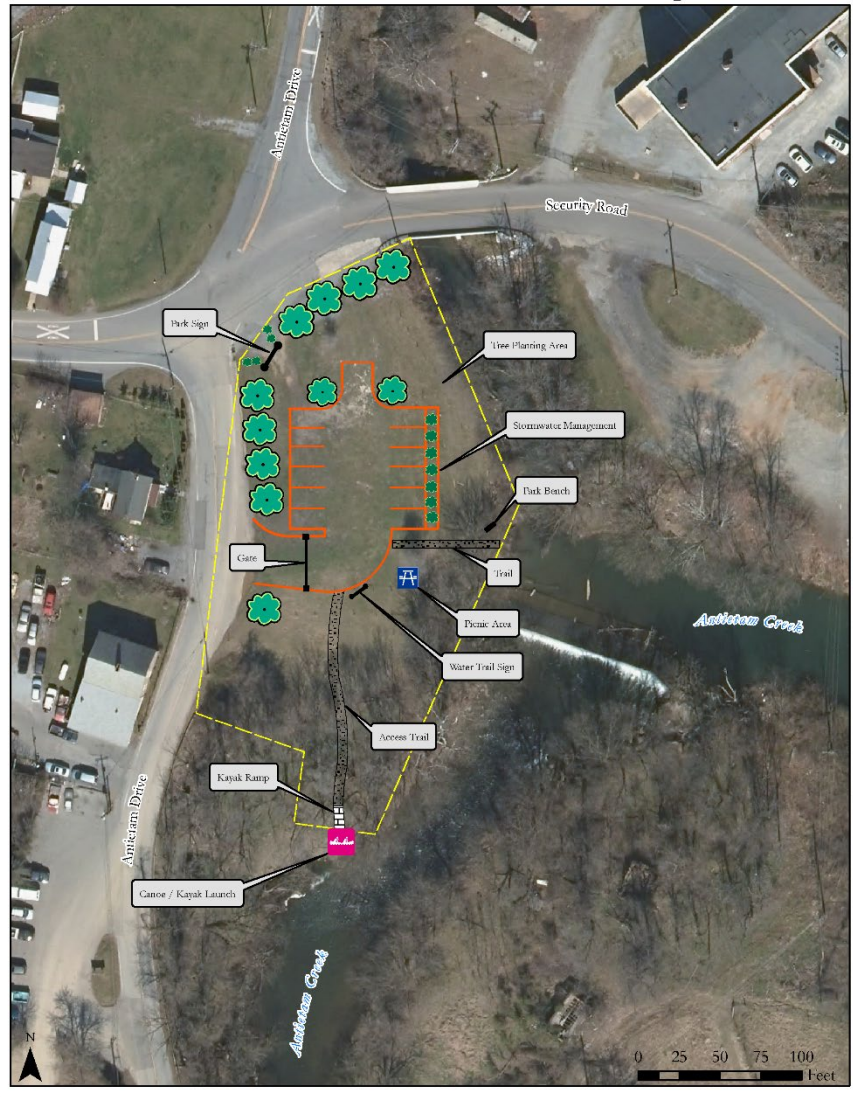




# Antietam Drive Park

## DRAFT PARK CONCEPT LAYOUT

### Antietam Water Trail: Antietam Drive Location Improvements



- Park amenities include a canoe/kayak boat ramp and access trail.
- Parking area
- Path and seating area to creek near the dam
- Picnic table
- Water Trail and Mill History kiosk
- Main Park identification sign
- Trees and low impact design landscaping
- Electric gate that would open during daylight hours
- Site lighting
- Optional perimeter decorative fencing
- Potential for mill wheel feature educational exhibit



Electric Gate with Programmable Timer



Pole Mounted Street or Parking Lights



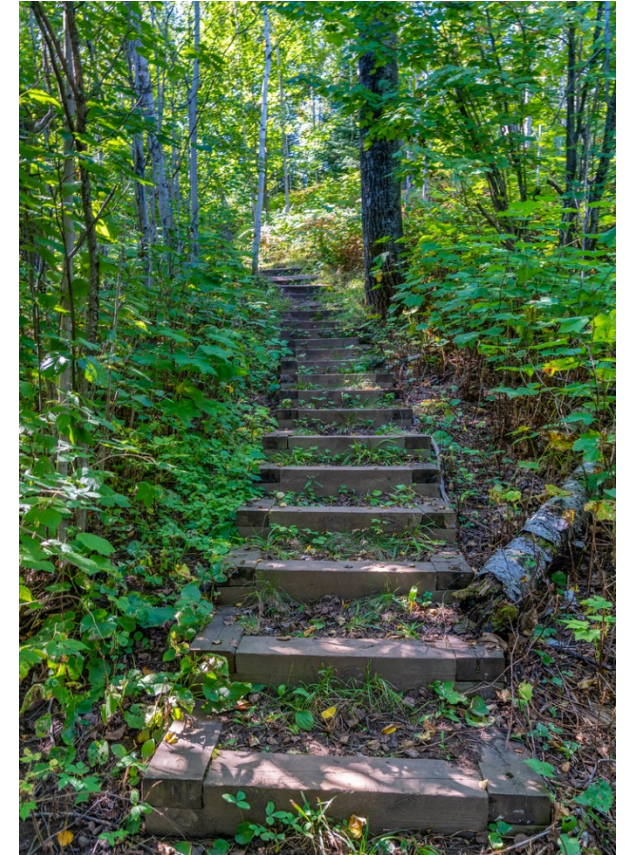
# Antietam Drive Park



Preferred boat launch location



Existing trail embankment



Proposed trail embankment steps



# Antietam Drive Park



Existing View Looking Towards the Intersection



View of Dam



Possible Stream View Built in  
Seating on Embankment



# Rose's Mill Park



- 10010 Garis Shop Road
- Completed 2020
- ½ acre
- Non-motorized boat ramp to Antietam Creek
- Parking and 1 picnic table
- Fully restored 1839 stone arch bridge with mill race







Larry Hogan, Governor  
Boyd Rutherford, Lt. Governor  
Jeannie Haddaway-Riccio, Secretary

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April 13, 2021

Andrew Eshleman  
Director, Washington County Public Works  
100 West Washington Street  
Hagerstown, MD 21740

Mr. Eshleman,

Antietam Creek is a unique freshwater resource in Washington County. Typical of heavily influenced limestone spring creeks, it supports a productive aquatic ecosystem that is capable of growing and supporting trophy size fish. The creek is primarily managed for brown and rainbow trout, but also supports a healthy population of smallmouth bass, channel catfish, common carp and the occasional walleye and muskellunge in the lower section below Devil's Backbone County Park. Each year the creek is stocked with roughly 30,000 fingerling rainbow and brown trout. This helps support the fishery and maintains good numbers of catchable sized fish. A recent study showed that trout fishing contributed roughly \$56 million dollars to the Maryland economy.

Other recreational activities such as canoeing, kayaking and tubing have become increasingly popular on Antietam Creek. Since the majority of the creek exists on private property, local governmental agencies and partnerships have worked with landowners to create access and form the Antietam Creek Water Trail. Several local businesses offer canoe rentals and guided trips to enjoy the scenic and historical significance of Antietam Creek. Adding additional access points to Antietam Creek will only help improve public usage of this resource.

The Maryland Department of Natural Resources Freshwater Fisheries Program strongly supports efforts to acquire the parcel adjacent to Antietam Creek by Security Road and Antietam Drive. Plans to turn this into a public park with creek access would benefit both anglers and the outdoor recreational user community.

Sincerely,

Michael Kashiwagi  
Western II Regional Fisheries Manager  
Freshwater Fisheries Program  
Maryland Department of Natural Resources  
10932 Putman Rd  
Thurmont, MD 21788



**ANTIETAM-CONOCOCHIEAGUE WATERSHED ALLIANCE, INC.**

PO Box 4665,  
Hagerstown, MD 21742  
[www.acwamaryland.org](http://www.acwamaryland.org)  
[info@acwamaryland.org](mailto:info@acwamaryland.org)

April 26, 2021

Andrew Eshleman, P.E.  
Director, Public Works  
100 West Washington Street  
Hagerstown, MD 21740

Dear Mr. Eshleman,

The Antietam Conococheague Creek Watershed Alliance (ACWA) continues to enthusiastically support Washington County in thoughtfully creating public-access facilities along the Antietam Creek Water Trail using Maryland's Appalachian Regional Commission grant funds. As a group, ACWA is passionate about protecting and restoring the Antietam and Conococheague Creeks by connecting people to their waterways through recreation, education and conservation. The Antietam Creek is wonderful natural resource for local recreation including tubing, kayaking, canoeing and fishing however public access to the Antietam is very limited north of the Kiwanis Park boat ramp.

Since 2005, ACWA has organized float trips that introduce people to our creeks and serve as an environmental classroom. We have promoted and supported the concept the of the Antietam Creek Water Trail over the years and are delighted to learn of the County's draft plan for the parcel located at Antietam Drive in Hagerstown. Plans to improve this parcel into a park and provide creek access will have many benefits for the local community and beyond. With the proposed County ownership and the creation of a park setting, we feel that with good stewardship, site design, and assurances to the local residents, Washington County Government has a rare opportunity to both protect the creek and to create a valuable asset for the community to enjoy.

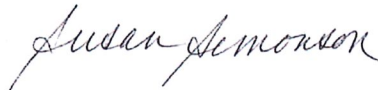
By purchasing the Antietam Drive-Security Road property and creating a creek-side park, the County would:

- improve safety for boaters by reducing the distance between points to roughly five miles or less. The location of the boat access will also support float activities at Kiwanis Park downstream.
- reduce incursions onto private property with good placement of informational kiosks about the water trail to guide people to appropriate public areas and trails.
- convert a currently neglected property with a poor reputation into a Community asset. This land that cannot be developed due to the floodplain and the use as a former industrial site, therefore a park is a good use of the area.
- improve security in the area as the County's presence will improve inspections and surveillance.

- provide the neighborhood a much-needed park for the community that changes the culture and encourages visitors to care for it.
- increase tree and plant cover with its design to protect the stream banks from erosion and stormwater runoff.
- create a new location to demonstrate environmental best management practices along with environmental education outreach.
- allow for cultural and historical signage to be installed that would illustrate the earliest grist mill era from about 1780 to the later Antietam Paper Company that operated at this site.

We applaud the County's efforts in considering this property acquisition for the Water Trail project. The Antietam Drive location will add to the string of County properties along Antietam Creek that enhance public recreational access as well as provide an opportunity to interpret our rich culture and history. Therefore, it is so important to work with neighborhood residents to show that the future use as a park is in their best interest. ACWA is willing to help in any way we can and if purchased, ACWA could provide input on sustainable design of the park, work with partners to beautify the area, and assist County staff with interpretive panels, as needed.

Sincerely,

A handwritten signature in cursive script, reading "Susan Simonson". The signature is written in dark ink and is positioned below the word "Sincerely,".

Susan Simonson, ACWA President  
on behalf of the  
ACWA Board of Directors



# Visit **HAGERSTOWN** & Washington County, Maryland

Andrew Eshleman, P.E.  
Director, Public Works  
100 West Washington Street  
Hagerstown, MD 21740

Dear Mr. Eshleman,

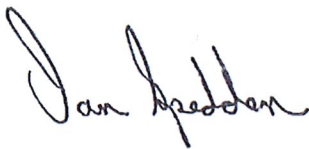
The Hagerstown/Washington County Convention and Visitors Bureau (CVB) fully supports Washington County, Maryland's grant application for funds to develop facilities on the Antietam Creek Water Trail.

The CVB identifies Washington County, Maryland as a preferred destination for tourists with a history and heritage interest and for outdoor recreation. More defined and convenient access to a resource as valuable as the Antietam Creek Water Trail will increase the tourism market share for Washington County.

In Washington County, Maryland we attract 1.3 million visitors annually. Our top attractions are State and National Parks, and the number one activity is recreational trail use. In 2019 visitors to Washington County spent \$269.3 million generating \$78.82 million in Federal, State, and local taxes. 5,184 residents are employed in tourism sector jobs.

Washington County Maryland has much to gain when the Antietam Creek Water Trail is more accessible to the tourist that seek us out for this type of recreation. The CVB supports the ARC grant application.

Sincerely,



Dan Spedden, President





*Adventure Outfitter Since 1972*

**RAFTING • TUBING • KAYAKING • CANOEING • TEAMBUILDING • HIKING • BIKING**

Andrew Eshleman, P.E.  
Director, Public Works  
100 West Washington Street  
Hagerstown, MD 21740

Dear Mr. Eshleman,

River and Trail Outfitters fully support Washington County, Maryland's grant application for funds to develop facilities on the Antietam Creek Water Trail.

River and Trail Outfitters is a Washington County based commercial outfitter that has been in business since 1972. We offer guided and self-guided rental kayaking, canoeing, and tubing floats on the Antietam Creek. Floating the Antietam Creek is a popular activity and in a typical year we have 2,000 + visitors who float the Creek with our business. Depending on water levels, we offer several starting locations as far north as Devils Backbone Park for various length trips and experiences. A major downfall of expanding for more use is the limited public access to the Creek.

Our business and customers have much to gain when the Antietam Creek Water Trail is more accessible. We fully support Washington County's efforts to develop and improve the Water Trail.

Sincerely,

A handwritten signature in dark ink, appearing to read "John Gonano", written in a cursive style.

John Gonano

General Manager





## Agenda Report Form

### Open Session Item

**SUBJECT:** Budget Adjustment – Income Tax

**PRESENTATION DATE:** August 3, 2021

**PRESENTATION BY:** Sara Greaves, Chief Financial Officer and John Martirano, County Administrator

**RECOMMENDED MOTION:** Move to approve a budget adjustment for Income Tax

**REPORT-IN-BRIEF:** The budget adjustment is requested to utilize additional funding to one time County needs and capital projects.

**DISCUSSION:** The County has received income tax revenue over the amount budgeted for FY21. The budget to actual variance is due to several compounding factors:

- Very conservative budget for FY21 due to onset of pandemic
- Income tax rate of 3.2% (reduced to 3.0% effective 1/1/22)
- State and Federal stimulus efforts
- Change in timing of payments for pass through entities

I am requesting today for the BOCC to consider allocating the surplus to three priorities.

**P25 UHF Public Safety Radio Communications System Upgrade** – This communication system provides the County’s first responders with an IP simulcast and P25 Phase 2 compliant interoperable radio communications system. This project is already in the CIP, however was planned to increase expenses, once complete, by \$800,000 per year for ten a ten year lease. \$8 million of this funding would pay for the project and reduce future recurring operating costs, providing more budget flexibility in the future.

**School Construction** – Allocate \$4 million to new school construction efforts.

**Pension** – Allocate \$7 million to the pension fund which is under 60% funded. A healthy funding ratio is 80%.

**FISCAL IMPACT:** \$19,000,000

**CONCURRENCES:** N/A

**ALTERNATIVES:** Do not approve the Budget Adjustment

**ATTACHMENTS:** Budget Adjustment Form

**AUDIO/VISUAL TO BE USED:** N/A



# 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"/>
Preparer, if applicable	Debra Dickey <small>Digitally signed by Debra Dickey Date: 2021.07.23 08:12:10 -04'00'</small>

Department Head Authorization	<input type="text"/>
Division Director / Elected Official Authorization	<input type="text"/>
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) + / -
400500	10	00000				Income Tax	19,000,000
599999	30	11540	COM030		CNST	P25 Communication System Upgrade	8,000,000
599999	30	90000	SCHXXX		CNST	New School Construction	4,000,000
500130	10	11200				Pension	7,000,000

Explain  
Budget Adjustment

The county has received income tax over the amount budgeted for FY21. The County requests to allocate the funds to one time uses/projects.

Required Action by  
County Commissioners

☐ No Approval Required

☒ Approval Required

Approval Date if  
Known



## Agenda Report Form

### Open Session Item

**SUBJECT:** Hotel Rental Tax Funding Request, Hagerstown Skate Park

**PRESENTATION DATE:** August 3, 2021

**PRESENTATION BY:** Dan Spedden, President, Hagerstown/Washington County Convention & Visitors Bureau, Susan Buchanan, Director, Office of Grant Management

**RECOMMENDED MOTION:** Move to approve the request for Hotel Rental Tax funding from Hagerstown/Washington County Convention and Visitors Board in the amount of \$\_\_\_\_\_, for direct expenses associated with the design/construction of a Skate Park located in Fairgrounds Park, Hagerstown, MD.

**REPORT-IN-BRIEF:** The Hagerstown/Washington County Convention and Visitors Bureau has submitted a request for Hotel Rental Tax funding to assist with costs associated with the design and construction of a skate park in Fairgrounds Park. The amount of funding requested for this project is \$150,000. The application has been reviewed by the Office of Grant Management and the organization and application are considered eligible for Hotel Rental Tax funding.

**DISCUSSION:** The Hagerstown/Washington County Convention and Visitor's Bureau (CVB) has submitted a Hotel Rental Tax Grant application requesting \$150,000 towards the cost of the design and construction of a 10,000 square foot skate park to be located in Fairgrounds park in Hagerstown. The CVB projects that the park could potentially attract approximately 14,000 overnight visitors annually. The total projected cost of the project is \$705,000. The remaining portion of the expenses will be paid for with a combination of City CDBG funds, FY22 Program Open Space funds, and fund-raising.

The Mayor and City Council have approved the installation of the park in Fairgrounds Park and City staff released a Request for Proposals for the design/build. The proposals were reviewed by the Skate Park Task Force and Spohn Ranch Skate Parks was selected to design and construct the new facility.

**FISCAL IMPACT:** The Hotel Rental Tax Fund will be reduced by the amount of this award.

**CONCURRENCES:** N/A

**ALTERNATIVES:** Deny the applicant's request for Hotel Rental Tax Funding.

**ATTACHMENTS:** Hotel Rental Tax Funding Application

**AUDIO/VISUAL NEEDS:** N/A

Washington County, Maryland  
Hotel Rental Tax Funding  
Grant Application

100 West Washington Street  
Room 2200  
Hagerstown, Maryland 21740  
240-313-2040

Organization/Agency:	Hagerstown/Washington County CVB	E-mail Address:	dan@visithagerstown.com
Address:	16 Public Square Hagerstown, MD 21740		
Contact Person:	Dan Spedden	Title:	President
Phone Number:	(301) 991-0521	Fax Number:	(301) 791-2601
Tax ID/Federal ID#:	521866211	<input checked="" type="radio"/> Capital Request <input type="radio"/> Operating Request	
Project Classification:	<input checked="" type="radio"/> Tourism/Attraction <input checked="" type="radio"/> Economic Development <input type="radio"/> Cultural <input checked="" type="radio"/> Recreation		
Project Name:	Skate-park Design and Construction		
Project Start Date:	July 1, 2021	Project End Date:	December 1, 2021

Project Justification and Economic Benefit/Impact to the Visitor Industry, if Applicable

Skateboarding is a sport, an art form, a lifestyle, and a culture which also creates friendships between people from different (social) backgrounds. With more than 100 million (estimated) active skaters, skateboarding is gradually becoming one of the most popular hobbies shared by people around the globe. Young people need things to do and places where they are free to be themselves within our cities and suburbs — this needs to include not only facilities and public areas that cater to more traditional and formal sport, but also those that provide for skateboarding as a popular and healthy form of recreational and social activity. Skate-parks draw skateboarders away from less appropriate areas: Without a skate park, people will continue to skate wherever there is compelling terrain. With the creation of a skate park we are able to create activity where we desire it to be, and move it away from those places where we don't. A Skate-park will make Washington County a preferred destination for Skateboarders instigating travel to our area to experience our new facility. A Skate-park will also be a value added to other visits providing a full afternoon of activity for a traveling family that may have come here for a softball tournament or National Park visit.

Anticipated Visitor Attendance and Impact on Hotel Rental Occupancy, if Applicable

At capacity, a 10,000 square foot facility can comfortably accommodate 60 simultaneous users. The facility will be used daily, weather permitting, with skateboarders coming and going throughout the day. If the Skate-park receives 80 visitors per day, or 560 visits a week, that facility gets (on average) 29,120 visits per year. In Washington County 49% of our visitors are overnight, if that ratio holds true for the Skate-park we could have over 14,000 hotel nights.

Narrative Description of Project: Include purpose of project, outline of project procedures, intended results of project or any additional comments that support the need for project and/or merit as an event or activity designed to promote Washington County, Maryland.

The goal of this contract is to design and construct a skate-park that will provide a safe, designated place for all wheeled sport enthusiasts (skateboarders, BMX bike riders, in-line skaters, scooter riders, and wheelchairs.) where they can develop their skills and enjoy the company of their peers. The skate-park will be state-of-the-art, based on the latest skate park design principles and constructed with high-quality materials to ensure durability and longevity. It needs to feature a mix of street and transition-style terrain, with elements designed for all age groups and ability levels. A pump track, artistic features and some shade is also desirable. A Skate-park will make Washington County a preferred destination for Skateboarders instigating travel to our area to experience our new facility. A Skate-park will also be a value added to other visits providing a full afternoon of activity for a traveling family that may have come here for a softball tournament or National Park visit.

The Mayor and City Council unanimously agreed by voice vote to approve of the installation of a Skate-park in Fairgrounds Park. The Mayor and City Council further authorized staff to issue a Request for Design/Build proposals and to seek funding in accordance with the plan as presented by a Skate-park Task Force to Mayor and Council on December 1, 2020. In March 2021 staff received 5 proposals and the Task force met to to evaluate them. The Task Force selected Spohn Ranch Skateparks to design and construct the new facility.

## Total Project Budget

A.	Amount of Hotel Rental Tax Grant Funding Requested	\$150,000.00
B.	List Other Funding Sources and Their Respective Amounts	
Source:	CDBG Funds FY-20 and FY-21	\$375,000.00
Source:	POS FY22 Funds	\$150,000.00
Source:	Task Force Fund Raising	\$30,000.00
C.	Total Project/Event Funding (A + B)	\$705,000.00

**Itemize your total project budget into the appropriate classifications:**

A. Tourism Attraction (Be specific in expense break down):	
Spohn Ranch Skateparks	\$352,500.00
B. Economic Development Enhancement (Be specific in expense breakdown):	
C. Cultural Projects (Be specific in expense breakdown):	
D. Recreational Projects (Be specific in expense breakdown):	
Spohn Ranch Skateparks	\$352,500.00
<b>Total Project Budget</b>	
	<b>\$705,000.00</b>



Certification:


We certify the information contained in this application is complete, accurate and fully discloses the scope and intent of our request for funding from the Hotel Rental Tax Fund. We agree to comply with the County's requests for information regarding the use of awarded funds and to provide access to accounting records related to these funds.

We acknowledge that if expenditures of funds is approved, such approval will be for line-item-by-line-item expenditures, which must be adhered to within the maximum 10% line item deviation.

We further acknowledge that any deviations beyond 10% allowable amount will require us to submit a program amendment which will have to be approved by the Office of Grant Management prior to any further expenditures.

By signing this application, I/we accept and agree to be bound by the terms and conditions of Hotel Rental Tax Regulations as administered by the Washington County Commissioners in compliance with current State laws.

Signature:



Date: 6/11/21

Applicant/Organization:

VISIT HAGERSTOWN

Recommended by:

Susan M. Buchanan

Date: 6/18/21

☐ Approve

☐ Denied

Director, Office of Grant Management

Recommended Award:

See below

Comments:

Project is eligible for the Hotel Rental Tax grant, due to amount of requested funds I defer the approval and award amount to the Board of Washington County Commissioners.

Approved By:

County Administrator

Date:

☐ Approved

☐ Denied

Approved Award:

Board of County Commissioner Approval (for requests of \$25,000 and over):

Approved by BCC:

County Clerk

Date

☐ Approved

☐ Denied

Return Application To:  
Washington County Office of Grant Management  
100 West Washington Street Room 2200  
Hagerstown, Maryland 21740  
240-313-2040