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# BOARD OF COUNTY COMMISSIONERS August 31, 2021 OPEN SESSION AGENDA

10:00 AM	MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE CALL TO ORDER, <i>President Jeffrey A. Cline</i> APPROVAL OF MINUTES: August 10, 2021, and August 17, 2021
10:05 AM	COMMISSIONER COMMENTS
10:10 AM	STAFF COMMENTS
10:15 AM	CITIZEN PARTICIPATION
10:20 AM	PROCLAMATION: SUICIDE PREVENTION WEEK Board of County Commissioners present to Brooke Kerbs, Director of Child and Adolescent Services, Washington County Mental Health Authority
10:30 AM	PROCLAMATION: EMERGENCY PREPAREDNESS MONTH Board of County Commissioners present to Emergency Management
10:40 AM	ESTABLISHING A MASTER DEPUTY RANK FOR THE SHERIFF'S OFFICE; INCREASE STARTING DEPUTY SALARY; ENHANCE PROMOTION OPPORTUNITY Sheriff Doug Mullendore, Washington County Sheriff's Office
10:50 AM	INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-21-0067): ONE NEW 2021 EXCAVATOR FOR DEPARTMENT OF WATER QUALITY Brandi Naugle, Buyer, Purchasing; Mark Bradshaw, Director, Environmental Management
10:55 AM	BID AWARD (PUR1508): LAUNDRY EQUIPMENT FOR THE WASHINGTON COUNTY DETENTION CENTER Brandi Naugle, Buyer, Purchasing; Terry Hill, Senior Systems Mechanic, Sheriff's Office
11:00 AM	<b>PUBLIC HEARING:</b> REQUESTS BY ORGANIZATIONS TO BE ADDED TO THE LIST OF NON-PROFIT ORGANIZATIONS TO WHICH THE BOARD OF COUNTY COMMISSIONERS MAY CONTRIBUTE FUNDS, PURSUANT TO §1-108 OF THE CODE OF PUBLIC LOCAL LAWS OF WASHINGTON COUNTY, MARYLAND <i>Kirk Downey, County Attorney</i>
11:10 AM	COMMUNITY ORGANIZATION FUNDING – SERVICE PRIORITY AREAS AND ELIGIBLE EXPENSES FOR FISCAL YEAR 2023 Susan Buchanan, Director, Office of Grant Management
11:20 AM	INVESTMENT AND RETIREMENT COMMITTEE – APPOINTMENT OF COMMISSIONER

Larry Etchison, Director, Human Resources; Sara Greaves, CFO, Budget & Finance

- 11:30 AM **PUBLIC HEARING:** TEXT AMENDMENT (RZ-21-004) FOR SOLAR ENERGY GENERATING SYSTEMS

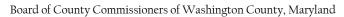
  Jill Baker, Director, Planning & Zoning
- 11:40 AM FOLLOW-UP, PREMIUM PAY DISCUSSION EMT AND FIRE FIRST RESPONDERS Dave Hays, Director, Emergency Services; Sara Greaves, CFO, Budget & Finance; John M. Martirano, County Administrator
- 11:50 AM REVISED SAFETY COMMITTEE BY-LAWS

  Larry Etchison, Director, Human Resources; Brian Overcash, Safety Compliance/Training
  Coordinator, Human Resources
- 11:55 AM PR-40, REMOTE WORK POLICY REVIEW Larry Etchison, Director, Human Resources
- 12:05 PM INTENT TO CONVEY REAL PROPERTY Todd Moser, Real Property Administrator

12:10 PM 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; and to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.)

## RECONVENE IN OPEN SESSION

1:00 PM ADJOURNMENT





# Agenda Report Form

## Open Session Item

**SUBJECT:** Suicide Prevention Week Recognition, September 5<sup>th</sup> – 11th

**PRESENTATION DATE:** August 31, 2021

**PRESENTATION BY:** Board of County Commissioners

#### **PROCLAMATION:**

WHEREAS, suicide is a public health issue; suicide is a leading cause of death among all age groups and is the second leading cause of death among individuals age 10-34 and;

WHEREAS, 47,000 people in the United States died by suicide in 2019, as reported by the Center for Disease Control and;

WHEREAS, 657 people died by suicide in Maryland in 2019 and;

WHEREAS, 27 people died by suicide in Washington County, Maryland in 2019 and;

**WHEREAS**, 41% of all suicides were by firearm in 2019 as reported by American Foundation for Suicide Prevention and;

WHEREAS, organizations such as the Governor's Commission on Suicide Prevention, American Foundation for Suicide Prevention, and the Washington County Suicide Prevention Workgroup resolve to:

- 1. Recognize suicide as a preventable public health problem and declare suicide prevention to be a priority.
- 2. Integrate and coordinate suicide prevention activities across multiple sectors and settings.
- 3. Develop and implement strategies to improve and increase access to quality mental health, substance abuse, and suicide prevention services and programs.
- 4. Promote suicide prevention as a core component of health care services; promote the adoption of "zero suicides" as an aspirational goal by health care and community support systems that provide services and support to defined patient populations.
- 5. Educate the range, retail, and broader firearms-owning communities on how to spot suicide risk and know what steps they can take to save lives.

**NOW THEREFORE**, We the Board of County Commissioners of Washington County, Maryland, do hereby proclaim September 5-11, 2021, as Suicide Prevention Week. We do encourage our citizens to join in the observance, as this is a public health issue for which everyone has a responsibility to prevent.



# $Board\ of\ County\ Commissioners\ of\ Washington\ County,\ Maryland$

# Agenda Report Form

# Open Session Item

**SUBJECT**: Emergency Preparedness Month

PRESENTATION DATE: August 31, 2021

**PRESENTATION BY**: Board of County Commissioners

**REPORT-IN-BRIEF:** Proclamation Presentation

WHEREAS, the events of September 11, 2001, has led Americans to face both an indescribable tragedy and an extraordinary challenge, and;

WHEREAS, the President of the United States has called upon the citizens to make preparedness a part of our daily lives, and;

**WHEREAS**, emergencies may come in all types, such as the COVID-19 Pandemic, natural disasters and severe weather, and;

WHEREAS, the Washington County Department of Emergency Management has worked as a team with the Centers for Disease Control and Prevention, and the Washington County Health Department to keep the citizens of Washington County safe and informed during the pandemic, and;

WHEREAS, staff from Emergency Management, Emergency Services, Fire and EMS, and Police Departments, all provide assistance in implementing steps to help the community to be more prepared by developing the capabilities needed to prevent, protect against, respond to, and recover from, all threats and hazards.

**NOW THEREFORE,** We the Board of County Commissioners of Washington County, Maryland, do hereby recognize the month of September 2021 as "Citizens' Emergency Preparedness Month" in Washington County and do commend this observance to all our citizens.



## Agenda Report Form

## Open Session Item

**SUBJECT**: Establishing a Master Deputy Rank for the Sheriff's Office; increase the starting deputy salary; enhance promotion opportunity

**PRESENTATION DATE**: August 31, 2021

**PRESENTATION BY:** Sheriff Doug Mullendore

**RECOMMENDED MOTION:** Motion to Approve Master Deputy Rank and Change Order

**REPORT-IN-BRIEF:** Creation of a Master Deputy rank will allow us to slightly increase our starting pay and retain deputies. Implementation of the \$5,000 recruitment incentive for corrections.

**DISCUSSION:** The Washington County Sheriff's Office has been losing both sworn and correctional deputies for some time. It has been very difficult to attract new applicants as other Counties to our east are paying much higher pay rates. The situation has become critical in the Detention Center and is becoming a significant problem for Patrol and Judicial. Creating the Master Deputy rank will provide an opportunity to those deputies who qualify through testing to increase their salary by effectively two steps. Master Deputies would then be eligible to test and be promoted to Corporal in the future. This will raise our starting salary (approximately 5%) for corrections and sworn deputies and hopefully attract new applicants as well as retaining the deputies we have spent so much time and money to train. It takes about 12 months to train a patrol deputy before they can serve the County. This is a significant investment on behalf of the County.

We believe the creation of the Master Deputy rank will provide an opportunity for deputies to be promoted earlier in their career which will help to retain the trained staff we currently have. It will also raise the starting salary slightly, about 5%, helping to attract new recruits.

The other agencies are also using recruitment bonuses to attract new applicants. Therefore, I would like to implement the \$5,000 recruitment incentive for Corrections as well. We did this about a year ago for Sworn Deputies.

**FISCAL IMPACT:** The immediate impact would be \$100,000 raising three-year deputies to Deputy First Class. After testing and the promotional process, the impact would grow up to an additional \$350,000 depending on how many Deputy First Class pass the testing and promotional process to Master Deputy. Total of \$450,000.

**CONCURRENCES**: John Martirano, County Administrator; Sara Greaves, Chief Financial Officer; Larry Etchison, Human Resource Director; Doug Mullendore, Sheriff

**ALTERNATIVES**: Stay the status quo and accept responsibility for lack of hiring and the safety issues as a result.

**ATTACHMENTS**: Current salary scales for Sworn and Correctional Deputies, Proposed Salary Scale for Sworn and Correctional Deputies; Change Order

#### Washington County Government FY22 Sheriff Patrol/Judiciary Salary Scale 7/1/2021

													STEP										
GRADE	POSITION	CODE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
			Base	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%
11	COLONEL	0013	106,496	109,158	111,883	114,670	117,541	120,474	123,490	126,568	129,730	132,974	136,302	139,714	143,208	146,786	150,446	154,211	158,059	162,011	166,067	170,227	174,491
			51.20	52.48	53.79	55.13	56.51	57.92	59.37	60.85	62.37	63.93	65.53	67.17	68.85	70.57	72.33	74.14	75.99	77.89	79.84	81.84	83.89
10	MAJOR	0321	96,075	98,467	100,922	103,438	106,018	108,659	111,384	114,171	117,021	119,954	122,949	126,027	129,168	132,392	135,699	139,090	142,563	146,120	149,781	153,525	157,373
			46.19	47.34	48.52	49.73	50.97	52.24	53.55	54.89	56.26	57.67	59.11	60.59	62.10	63.65	65.24	66.87	68.54	70.25	72.01	73.81	75.66
9	CAPTAIN	0322	86,632	88,795	91,021	93,288	95,618	98,010	100,464	102,981	105,560	108,202	110,906	113,672	116,522	119,434	122,429	125,486	128,627	131,851	135,138	138,507	141,960
			41.65	42.69	43.76	44.85	45.97	47.12	48.30	49.51	50.75	52.02	53.32	54.65	56.02	57.42	58.86	60.33	61.84	63.39	64.97	66.59	68.25
8	LIEUTENANT	0323	78,146	80,101	82,098	84,157	86,258	88,421	90,626	92,893	95,222	97,594	100,027	102,523	105,082	107,702	110,386	113,152	115,981	118,872	121,846	124,883	128,003
			37.57	38.51	39.47	40.46	41.47	42.51	43.57	44.66	45.78	46.92	48.09	49.29	50.52	51.78	53.07	54.40	55.76	57.15	58.58	60.04	61.54
7	SERGEANT	0324	70,491	72,259	74,069	75,920	77,813	79,768	81,765	83,803	85,904	88,046	90,251	92,498	94,806	97,178	99,611	102,107	104,666	107,286	109,970	112,715	115,523
			33.89	34.74	35.61	36.50	37.41	38.35	39.31	40.29	41.30	42.33	43.39	44.47	45.58	46.72	47.89	49.09	50.32	51.58	52.87	54.19	55.54
6	SGT./TRAINING	0087	70,491	72,259	74,069	75,920	77,813	79,768	81,765	83,803	85,904	88,046	90,251	92,498	94,806	97,178	99,611	102,107	104,666	107,286	109,970	112,715	115,523
			33.89	34.74	35.61	36.50	37.41	38.35	39.31	40.29	41.30	42.33	43.39	44.47	45.58	46.72	47.89	49.09	50.32	51.58	52.87	54.19	55.54
5	CORPORAL	0396	63,565	65,146	66,768	68,432	70,138	71,885	73,674	75,525	77,418	79,352	81,328	83,366	85,446	87,589	89,773	92,019	94,328	96,678	99,091	101,566	104,104
			30.56	31.32	32.10	32.90	33.72	34.56	35.42	36.31	37.22	38.15	39.10	40.08	41.08	42.11	43.16	44.24	45.35	46.48	47.64	48.83	50.05
4	DEPUTY 1ST CL.	0325	53,498	54,829	56,202	57,616	59,051	60,528	62,046	63,606	65,187	66,810	68,474	70,179	71,926	73,715	75,566	77,459	79,394	81,370	83,408	85,488	87,630
			25.72	26.36	27.02	27.70	28.39	29.10	29.83	30.58	31.34	32.12	32.92	33.74	34.58	35.44	36.33	37.24	38.17	39.12	40.10	41.10	42.13
3	DEPUTY*	0326	45,053	46,176	47,341	48,526	49,733	50,981	52,250														
			21.66	22.20	22.76	23.33	23.91	24.51	25.12														
2	DFC (SECURITY)	0403	46,717	47,882	49,088	50,315	51,563	52,853	54,184	55,536	56,930	58,344	59,800	61,298	62,837	64,418	66,019	67,662	69,347	71,074	72,842	74,672	76,544
			22.46	23.02	23.60	24.19	24.79	25.41	26.05	26.70	27.37	28.05	28.75	29.47	30.21	30.97	31.74	32.53	33.34	34.17	35.02	35.90	36.80
1	DEPUTY (SECURITY)	0385	39,333	40,310	41,309	42,349	43,410	44,491	45,594	46,738	47,902	49,109	50,336	51,605	52,894	54,226	55,578	56,971	58,386	59,842	61,339	62,878	64,459
			18.91	19.38	19.86	20.36	20.87	21.39	21.92	22.47	23.03	23.61	24.20	24.81	25.43	26.07	26.72	27.39	28.07	28.77	29.49	30.23	30.99

<sup>\*</sup>Laterial Salary for an officer with two (2) or more years of experience 48,526

#### Washington County Governmen FY22 Sheriff Patrol/Judiciary Sal 7/1/2021

												STEP									
GRADE	POSITION	CODE	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
			+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%
11	COLONEL	0013	178,859	183,331	187,907	192,608	197,434	202,363	207,418	212,597	217,922	223,371	228,946	234,666	240,531	246,542	252,699	259,022	265,491	272,126	278,928
			85.99	88.14	90.34	92.60	94.92	97.29	99.72	102.21	104.77	107.39	110.07	112.82	115.64	118.53	121.49	124.53	127.64	130.83	134.10
10	MAJOR	0321	161,304	165,339	169,478	173,722	178,069	182,520	187,075	191,755	196,539	201,448	206,482	211,640	216,923	222,352	227,906	233,605	239,450	245,440	251,576
			77.55	79.49	81.48	83.52	85.61	87.75	89.94	92.19	94.49	96.85	99.27	101.75	104.29	106.90	109.57	112.31	115.12	118.00	120.95
9	CAPTAIN	0322	145,517	149,157	152,880	156,707	160,618	164,632	168,750	172,973	177,299	181,730	186,264	190,923	195,686	200,574	205,587	210,725	215,987	221,395	226,928
			69.96	71.71	73.50	75.34	77.22	79.15	81.13	83.16	85.24	87.37	89.55	91.79	94.08	96.43	98.84	101.31	103.84	106.44	109.10
8	LIEUTENANT	0323	131,206	134,493	137,862	141,315	144,851	148,470	152,173	155,979	159,869	163,862	167,960	172,162	176,467	180,877	185,390	190,029	194,771	199,638	204,630
			63.08	64.66	66.28	67.94	69.64	71.38	73.16	74.99	76.86	78.78	80.75	82.77	84.84	86.96	89.13	91.36	93.64	95.98	98.38
7	SERGEANT	0324	118,414	121,368	124,405	127,525	130,707	133,973	137,322	140,754	144,269	147,867	151,570	155,355	159,245	163,218	167,294	171,475	175,760	180,149	184,662
			56.93	58.35	59.81	61.31	62.84	64.41	66.02	67.67	69.36	71.09	72.87	74.69	76.56	78.47	80.43	82.44	84.50	86.61	88.78
6	SGT./TRAINING	0087	118,414	121,368	124,405	127,525	130,707	133,973	137,322	140,754	144,269	147,867	151,570	155,355	159,245	163,218	167,294	171,475	175,760	180,149	184,662
			56.93	58.35	59.81	61.31	62.84	64.41	66.02	67.67	69.36	71.09	72.87	74.69	76.56	78.47	80.43	82.44	84.50	86.61	88.78
5	CORPORAL	0396	106,704	109,366	112,091	114,899	117,770	120,723	123,739	126,838	130,000	133,245	,	139,984	143,478	147,056	150,738	154,502	158,371	162,323	166,379
			51.30	52.58	53.89	55.24	56.62	58.04	59.49	60.98	62.50	64.06	65.66	67.30	68.98	70.70	72.47	74.28	76.14	78.04	79.99
4	DEPUTY 1ST CL.	0325	89,814	92,061	94,370	96,720	99,133	101,608	104,146	106,746	109,408	112,154	114,962	117,832	120,786	123,802	126,901	130,083	133,328	136,656	140,067
			43.18	44.26	45.37	46.50	47.66	48.85	50.07	51.32	52.60	53.92	55.27	56.65	58.07	59.52	61.01	62.54	64.10	65.70	67.34
3	DEPUTY*	0326																			
2	DFC (SECURITY)	0403	78,458	80,413	82,430	84,490	86,611	88,774	91,000	93,267	95,597	97,989	100,443	102,960	105,539	108,181	110,885	113,651	116,501	119,413	122,408
			37.72	38.66	39.63	40.62	41.64	42.68	43.75	44.84	45.96	47.11	48.29	49.50	50.74	52.01	53.31	54.64	56.01	57.41	58.85
1	DEPUTY (SECURITY)	0385	66,061	67,704	69,389	71,115	72,883	74,714	76,586	78,499	80,454	82,472	84,531	86,653	88,816	91,042	93,309	95,638	98,030	100,485	103,002
			31.76	32.55	33.36	34.19	35.04	35.92	36.82	37.74	38.68	39.65	40.64	41.66	42.70	43.77	44.86	45.98	47.13	48.31	49.52

<sup>\*</sup>Laterial Salary for an officer wit

## Washington County Government FY22 Sheriff Detention Salary Scale 7/1/2021

											STEP										
POSITION	CODE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		Base	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%
MAJOR	0035	83,824	85,925	88,067	90,272	92,539	94,848	97,219	99,653	102,149	104,707	107,328	110,011	112,757	115,586	118,477	121,430	124,467	127,587	130,770	134,035
		40.30	41.31	42.34	43.40	44.49	45.60	46.74	47.91	49.11	50.34	51.60	52.89	54.21	55.57	56.96	58.38	59.84	61.34	62.87	64.44
CAPTAIN	0046	75,608	77,501	79,435	81,411	83,450	85,530	87,672	89,856	92,102	94,411	96,762	99,174	101,650	104,187	106,787	109,450	112,195	115,003	117,874	120,827
		36.35	37.26	38.19	39.14	40.12	41.12	42.15	43.20	44.28	45.39	46.52	47.68	48.87	50.09	51.34	52.62	53.94	55.29	56.67	58.09
LIEUTENANT	0075	68,162	69,867	71,614	73,403	75,234	77,106	79,040	81,016	83,034	85,114	87,235	89,419	91,645	93,933	96,283	98,696	101,171	103,709	106,309	108,971
		32.77	33.59	34.43	35.29	36.17	37.07	38.00	38.95	39.92	40.92	41.94	42.99	44.06	45.16	46.29	47.45	48.64	49.86	51.11	52.39
SERGEANT	0086	61,506	63,045	64,626	66,248	67,912	69,618	71,365	73,154	74,984	76,856	78,770	80,746	82,763	84,822	86,944	89,128	91,354	93,642	95,992	98,384
		29.57	30.31	31.07	31.85	32.65	33.47	34.31	35.17	36.05	36.95	37.87	38.82	39.79	40.78	41.80	42.85	43.92	45.02	46.15	47.30
CORPORAL	0397	55,453	56,846	58,261	59,717	61,214	62,754	64,314	65,915	67,558	69,243	70,970	72,738	74,547	76,419	78,333	80,288	82,306	84,365	86,466	88,629
		26.66	27.33	28.01	28.71	29.43	30.17	30.92	31.69	32.48	33.29	34.12	34.97	35.84	36.74	37.66	38.60	39.57	40.56	41.57	42.61
DEPUTY 1ST CL.	0138	46,717	47,882	49,088	50,315	51,563	52,853	54,184	55,536	56,930	58,344	59,800	61,298	62,837	64,418	66,019	67,662	69,347	71,074	72,842	74,672
		22.46	23.02	23.60	24.19	24.79	25.41	26.05	26.70	27.37	28.05	28.75	29.47	30.21	30.97	31.74	32.53	33.34	34.17	35.02	35.90
DEPUTY*	0164	39,333	40,310	41,309	42,349	43,410	44,491	45,594													
		18.91	19.38	19.86	20.36	20.87	21.39	21.92													
DEPUTT.	0164																				
	MAJOR  CAPTAIN  LIEUTENANT  SERGEANT  CORPORAL  DEPUTY 1ST CL.	MAJOR 0035  CAPTAIN 0046  LIEUTENANT 0075  SERGEANT 0086  CORPORAL 0397  DEPUTY 1ST CL. 0138	Base  MAJOR  0035  83,824  40,30  CAPTAIN  0046  75,608  36,35  LIEUTENANT  0075  68,162  32,77  SERGEANT  0086  61,506  29,57  CORPORAL  0397  55,453  26,66  DEPUTY 1ST CL.  0138  46,717  22,46  DEPUTY*  0164  39,333	Base	Base	Base	Base	MAJOR         0035         83,824         85,925         88,067         90,272         92,539         94,848           40.30         41.31         42.34         43.40         44.49         45.60           CAPTAIN         0046         75,608         77,501         79,435         81,411         83,450         85,530           LIEUTENANT         0075         68,162         69,867         71,614         73,403         75,234         77,106           32.77         33.59         34.43         35.29         36.17         37.07           SERGEANT         0086         61,506         63,045         64,626         66,248         67,912         69,618           29.57         30.31         31.07         31.85         32.65         33.47           CORPORAL         0397         55,453         56,846         58,261         59,717         61,214         62,754           DEPUTY 1ST CL.         0138         46,717         47,882         49,088         50,315         51,563         52,853           22.46         23.02         23.60         24.19         24.79         25.41           DEPUTY*         0164         39,333         40,310         41,309         42,349	MAJOR         0035         83,824         85,925         88,067         90,272         92,539         94,848         97,219           40,30         41,31         42,34         43,40         44,49         45,60         46,74           CAPTAIN         0046         75,608         77,501         79,435         81,411         83,450         85,530         87,672           LIEUTENANT         0075         68,162         69,867         71,614         73,403         75,234         77,106         79,040           32.77         33.59         34.43         35.29         36.17         37.07         38.00           SERGEANT         0086         61,506         63,045         64,626         66,248         67,912         69,618         71,365           CORPORAL         0397         55,453         56,846         58,261         59,717         61,214         62,754         64,314           DEPUTY 1ST CL.         0138         46,717         47,882         49,088         50,315         51,563         52,853         54,184           DEPUTY*         0164         39,333         40,310         41,309         42,349         43,410         44,491         45,594	MAJOR         83,824         85,925         88,067         90,272         92,539         94,848         97,219         99,653           CAPTAIN         0046         75,608         77,501         79,435         81,411         83,450         85,530         87,672         89,856           LIEUTENANT         0075         68,162         69,867         71,614         73,403         75,234         77,106         79,040         81,016           SERGEANT         0086         61,506         63,045         64,626         66,248         67,912         69,618         71,365         73,154           CORPORAL         0397         55,453         56,846         58,261         59,717         61,214         62,754         64,314         65,915           DEPUTY 1ST CL.         0138         46,717         47,882         49,088         50,315         51,563         52,853         54,184         55,536           DEPUTY*         0164         39,333         40,310         41,309         42,349         43,410         44,491         45,594	Base	POSITION         CODE         1         2         3         4         5         6         7         8         9         10           MAJOR         0035         83,824         85,925         88,067         90,272         92,539         94,848         97,219         99,653         102,149         104,707           MAJOR         0035         83,824         85,925         88,067         90,272         92,539         94,848         97,219         99,653         102,149         104,707           40.30         41.31         42.34         43.40         44.49         45.60         46.74         47.91         49.11         50.34           CAPTAIN         0046         75,608         77,501         79,435         81,411         83,450         85,530         87,672         89,856         92,102         94,411           ABSTAIN         006         68,162         69,867         71,614         73,403         75,234         77,106         79,040         81,016         83,034         85,114           SERGEANT         0086         61,506         63,045         64,626         66,248         67,912         69,618         71,365         73,154         74,984         76,856 <tr< td=""><td>POSITION         CODE         1         2         3         4         5         6         7         8         9         10         11           MAJOR         0035         83,824         85,925         88,067         90,272         92,539         94,848         97,219         99,653         102,149         104,707         107,328           MAJOR         0035         83,824         85,925         88,067         90,272         92,539         94,848         97,219         99,653         102,149         104,707         107,328           CAPTAIN         0046         75,608         77,501         79,435         81,411         83,450         85,530         87,672         89,856         92,102         94,411         96,762           AUSA         36.35         37.26         38.19         39.14         40.12         41.12         42.15         43.20         44.28         45.39         46.52           LIEUTENANT         0075         68,162         69,867         71,614         73,403         75,234         77,106         79,040         81,016         83,034         85,114         87,235           SERGEANT         0086         61,506         63,045         64,626         66,248</td><td>POSITION CODE 1 2 3 4 5 6 7 8 9 10 11 12  Base +2.5% +</td><td>POSITION CODE 1 2 3 4 5 6 7 8 9 10 11 12 13  MAJOR 0035 83,824 85,925 88,067 90,272 92,539 94,848 97,219 99,653 102,149 104,707 107,328 110,011 112,757  MAJOR 0035 83,824 85,925 88,067 90,272 92,539 94,848 97,219 99,653 102,149 104,707 107,328 110,011 112,757  A 0.30 41.31 42.34 43.40 44.49 45.60 46.74 47.91 49.11 50.34 51.60 52.89 54.21  CAPTAIN 0046 75,608 77,501 79,435 81,411 83,450 85,530 87,672 89,856 92,102 94,411 96,762 99,174 101,650 83.635 37.26 38.19 39.14 40.12 41.12 42.15 43.20 44.28 45.39 46.52 47.68 48.87  LIEUTENANT 0075 68,162 69,867 71,614 73,403 75,234 77,106 79,040 81,016 83,034 85,114 87,235 89,419 91,645 32.77 33.59 34.43 35.29 36.17 37.07 38.00 38.95 39.92 40.92 41.94 42.99 44.06  SERGEANT 0086 61,506 63,045 64,626 66,248 67,912 69,618 71,365 73,154 74,984 76,856 78,770 80,746 82,763 29.57 30.31 31.07 31.85 32.65 33.47 34.31 35.17 36.05 36.95 37.87 38.82 39.79  CORPORAL 0397 55,453 56,846 58,261 59,717 61,214 62,754 64,314 65,915 67,558 69,243 70,970 72,738 74,547 26.66 27.33 28.01 28.71 29.43 30.17 30.92 31.69 32.48 33.29 34.12 34.97 35.84  DEPUTY 1ST CL. 0138 46,717 47,882 49,088 50,315 51,563 52,853 54,184 55,536 56,930 58,344 59,800 61,298 62,837 22.46 23.02 23.60 24.19 24.79 25.41 26.05 26.70 27.37 28.05 28.75 29.47 30.21 DEPUTY 0164 39,333 40,310 41,309 42,349 43,410 44,491 45,594</td><td>POSITION CODE 1 2 3 4 5 6 7 8 9 10 11 12 13 14    Base</td><td>POSITION CODE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15  Base +2.5% +2.5</td><td>POSITION CODE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16  Base +2.5% +</td><td>POSITION CODE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17  Base +2.5% +2.5</td><td>POSITION CODE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18  Base + 2.5%</td><td>POSITION CODE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19  Base +2.5% +2.5</td></tr<>	POSITION         CODE         1         2         3         4         5         6         7         8         9         10         11           MAJOR         0035         83,824         85,925         88,067         90,272         92,539         94,848         97,219         99,653         102,149         104,707         107,328           MAJOR         0035         83,824         85,925         88,067         90,272         92,539         94,848         97,219         99,653         102,149         104,707         107,328           CAPTAIN         0046         75,608         77,501         79,435         81,411         83,450         85,530         87,672         89,856         92,102         94,411         96,762           AUSA         36.35         37.26         38.19         39.14         40.12         41.12         42.15         43.20         44.28         45.39         46.52           LIEUTENANT         0075         68,162         69,867         71,614         73,403         75,234         77,106         79,040         81,016         83,034         85,114         87,235           SERGEANT         0086         61,506         63,045         64,626         66,248	POSITION CODE 1 2 3 4 5 6 7 8 9 10 11 12  Base +2.5% +	POSITION CODE 1 2 3 4 5 6 7 8 9 10 11 12 13  MAJOR 0035 83,824 85,925 88,067 90,272 92,539 94,848 97,219 99,653 102,149 104,707 107,328 110,011 112,757  MAJOR 0035 83,824 85,925 88,067 90,272 92,539 94,848 97,219 99,653 102,149 104,707 107,328 110,011 112,757  A 0.30 41.31 42.34 43.40 44.49 45.60 46.74 47.91 49.11 50.34 51.60 52.89 54.21  CAPTAIN 0046 75,608 77,501 79,435 81,411 83,450 85,530 87,672 89,856 92,102 94,411 96,762 99,174 101,650 83.635 37.26 38.19 39.14 40.12 41.12 42.15 43.20 44.28 45.39 46.52 47.68 48.87  LIEUTENANT 0075 68,162 69,867 71,614 73,403 75,234 77,106 79,040 81,016 83,034 85,114 87,235 89,419 91,645 32.77 33.59 34.43 35.29 36.17 37.07 38.00 38.95 39.92 40.92 41.94 42.99 44.06  SERGEANT 0086 61,506 63,045 64,626 66,248 67,912 69,618 71,365 73,154 74,984 76,856 78,770 80,746 82,763 29.57 30.31 31.07 31.85 32.65 33.47 34.31 35.17 36.05 36.95 37.87 38.82 39.79  CORPORAL 0397 55,453 56,846 58,261 59,717 61,214 62,754 64,314 65,915 67,558 69,243 70,970 72,738 74,547 26.66 27.33 28.01 28.71 29.43 30.17 30.92 31.69 32.48 33.29 34.12 34.97 35.84  DEPUTY 1ST CL. 0138 46,717 47,882 49,088 50,315 51,563 52,853 54,184 55,536 56,930 58,344 59,800 61,298 62,837 22.46 23.02 23.60 24.19 24.79 25.41 26.05 26.70 27.37 28.05 28.75 29.47 30.21 DEPUTY 0164 39,333 40,310 41,309 42,349 43,410 44,491 45,594	POSITION CODE 1 2 3 4 5 6 7 8 9 10 11 12 13 14    Base	POSITION CODE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15  Base +2.5% +2.5	POSITION CODE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16  Base +2.5% +	POSITION CODE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17  Base +2.5% +2.5	POSITION CODE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18  Base + 2.5%	POSITION CODE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19  Base +2.5% +2.5

<sup>\*</sup>Lateral Salary for a correctional officer with two (2) or more years of experienc \$42,349

#### Washington County Governme FY22 Sheriff Detention Salary \$ 7/1/2021

77172021																						
												ST	EP									
GRADE	POSITION	CODE	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
			+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%
7	MAJOR	0035	137,384	140,816	144,331	147,930	151,632	155,418	159,307	163,280	167,357	171,538	175,822	180,211	184,725	189,342	194,085	198,931	203,902	208,998	214,219	219,565
			66.05	67.70	69.39	71.12	72.90	74.72	76.59	78.50	80.46	82.47	84.53	86.64	88.81	91.03	93.31	95.64	98.03	100.48	102.99	105.56
6	CAPTAIN	0046	123,843	126,942	130,125	133,370	136,698	140,109	143,603	147,202	150,883	154,648	158,517	162,490	166,546	170,706	174,970	179,338	183,830	188,427	193,128	197,954
			59.54	61.03	62.56	64.12	65.72	67.36	69.04	70.77	72.54	74.35	76.21	78.12	80.07	82.07	84.12	86.22	88.38	90.59	92.85	95.17
5	LIEUTENANT	0075	111.696	114.483	117.354	120,286	123,302	126,381	129,542	132,787	136.115	139.526	143.021	146,598	150,259	154,024	157,872	161.824	165.880	170.019	174.262	178,610
-			53.70	55.04	56.42	57.83	59.28	60.76	62.28	63.84	65.44	67.08	68.76	70.48	72.24	74.05	75.90	77.80	79.75	81.74	83.78	85.87
4	SERGEANT	0086	100,838	103,355	105,934	108,576	111,301	114,088	116,938	119,870	122,866	125,944	129,085	132,309	135,616	139,006	142,480	146,037	149,698	153,442	157,269	161,200
			48.48	49.69	50.93	52.20	53.51	54.85	56.22	57.63	59.07	60.55	62.06	63.61	65.20	66.83	68.50	70.21	71.97	73.77	75.61	77.50
3	CORPORAL	0397	90,854	93,122	95,451	97,843	100,298	102,814	105,394	108,035	110,739	113,506	116,334	119,246	122,221	125,278	128,419	131,622	134,909	138,278	141,731	145,267
			43.68	44.77	45.89	47.04	48.22	49.43	50.67	51.94	53.24	54.57	55.93	57.33	58.76	60.23	61.74	63.28	64.86	66.48	68.14	69.84
2	DEPUTY 1ST CL.	0138	76,544	78,458	80,413	82,430	84,490	86,611	88,774	91,000	93,267	95,597	97,989	100,443	102,960	105,539	108,181	110,885	113,651	116,501	119,413	122,408
			36.80	37.72	38.66	39.63	40.62	41.64	42.68	43.75	44.84	45.96	47.11	48.29	49.50	50.74	52.01	53.31	54.64	56.01	57.41	58.85
1	DEPUTY*	0164																				
•	DE1 011	0.04																				

<sup>\*</sup>Lateral Salary for a correcti

FY22 Sheriff Detention Salary Scale 7/1/2021

Grade	Position	Code	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			Base	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
7	Major	0035	83,824	85,925	88,067	90,272	92,539	94,848	97,219	99,653	102,149	104,707	107,328	110,011	112,757	115,586	118,477
			40.30	41.31	42.34	43.40	44.49	45.60	46.74	47.91	49.11	50.34	51.60	52.89	54.21	55.57	56.96
6	Captain	0046	75,608	77,501	79,435	81,411	83,450	85,530	87,672	89,856	92,102	94,411	96,762	99,174	101,650	104,187	106,787
			36.35	37.26	38.19	39.14	40.12	41.12	42.15	43.20	44.28	45.39	46.52	47.68	48.87	50.09	51.34
5	Lieutenant	0075	68,162	69,867	71,614	73,403	75,234	77,106	79,040	81,016	83,034	85,114	87,235	89,419	91,645	93,933	96,283
			32.77	33.59	34.43	35.29	36.17	37.07	38.00	38.95	39.92	40.92	41.94	42.99	44.06	45.16	46.29
4	Sergeant	0086	61,506	63,045	64,626	66,248	67,912	69,618	71,365	73,154	74,984	76,856	78,770	80,746	82,763	84,822	86,944
			29.57	30.31	31.07	31.85	32.65	33.47	34.31	35.17	36.05	36.95	37.87	38.82	39.79	40.78	41.80
3	Corporal	0397	55,453	56,846	58,261	59,717	61,214	62,754	64,314	65,915	67,558	69,243	70,970	72,738	74,547	76,419	78,333
			26.66	27.33	28.01	28.71	29.43	30.17	30.92	31.69	32.48	33.29	34.12	34.97	35.84	36.74	37.66
2	Master Deputy		52,853	54,184	55,536	56,930	58,344	59,800	61,298	62,837	64,418	66,019	67,662	69,347	71,074	72,842	74,672
			25.41	26.05	26.70	27.37	28.05	28.75	29.47	30.21	30.97	31.74	32.53	33.34	34.17	35.02	35.90
2	Deputy First Class	0138	46,717	47,882	49,088	50,315	51,563	52,853	54,184	55,536	56,930	58,344	59,800	61,298	62,837	64,418	66,019
			22.46	23.02	23.60	24.19	24.79	25.41	26.05	26.70	27.37	28.05	28.75	29.47	30.21	30.97	31.74
1	Deputy	0164	41,039	42,349	43,410												
	· · ·		19.86	20.36	20.87												

	А	В	С	D	Е	F	G	Н	I	J	K	L	М	N	0	Р	Q	R
1	FY22 Sheriff	Patrol/Judicial Salary So	cale															
2	7/1/2021	· and a calange																
3	77172021																	
4	<u>Grade</u>	<u>Position</u>	Code	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
5				Base	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
6	11	Colonel	0013	106,496	109,158	111,883	114,670	117,541	120,474	123,490	126,568	129,730	132,974	136,302	139,714	143,208	146,786	150,446
7				51.2	52.48	53.79	55.13	56.51	57.92	59.37	60.85	62.37	63.93	65.53	67.17	68.85	70.57	72.33
8	10	Major	0321	96,075	98,467	100,922	103,438	106,018	108,659	111,384	114,171	117,021	119,954	122,949	126,027	129,168	132,392	135,699
9				46.19	47.34	48.52	49.73	50.97	52.24	53.55	54.89	56.26	57.67	59.11	60.59	62.10	63.65	65.24
10	9	Captain	0322	86,632	88,795	91,021	93,288	95,618	98,010	100,464	102,981	105,560	108,202	110,906	113,672	116,522	119,434	122,429
11				41.65	42.69	43.76	44.85	45.97	47.12	48.3	49.51	50.75	52.02	53.32	54.65	56.02	57.42	58.86
12	8	Lieutenant	0323	78,146	80,101	82,098	84,157	86,258	88,421	90,626	92,893	95,222	97,594	100,027	102,523	105,082	107,702	110,386
13				37.57	38.51	39.47	40.46	41.47	42.51	43.57	44.66	45.78	46.92	48.09	49.29	50.52	51.78	53.07
14	7	Sergeant	0324	70,491	72,259	74,069	75,920	77,813	79,768	81,765	83,803	85,904	88,046	90,251	92,498	94,806	97,178	99,611
15				33.89	33.74	35.61	36.5	37.41	38.35	39.31	40.29	41.3	42.33	43.39	44.47	45.58	46.72	47.89
16	6	SGT/TRAINING	0087	70,491	72,259	74,069	75,920	77,813	79,768	81,765	83,803	85,904	88,046	90,251	92,498	94,806	97,178	99,611
17				33.89	33.74	35.61	36.5	37.41	38.35	39.31	40.29	41.3	42.33	43.39	44.47	45.58	46.72	47.89
18	5	Corporal	0396	63,565	65,146	66,768	68,432	70,138	71,885	73,674	75,525	77,418	79,352	81,328	83,366	85,446	87,589	89,773
19				30.56	31.32	32.10	32.90	33.72	34.56	35.42	36.31	37.22	38.15	39.10	40.08	41.08	42.11	43.16
20	4	Master Deputy		60,528	62,046	63,606	65,187	66,810	68,474	70,179	71,926	73,715	75,566	77,459	79,394	81,370	83,408	85,488
21				29.1	29.83	30.58	31.34	32.12	32.92	33.74	34.58	35.44	36.33	37.24	38.17	39.12	40.10	41.10
22	4	Deputy First Class	0325	53,498	54,829	56,202	57,616	59,051	60,528	62,046	63,606	65,187	66,810	68,474	70,179	71,926	73,715	75,566
23				25.72	26.36	27.02	27.7	28.39	29.10	29.83	30.58	31.34	32.12	32.92	33.74	34.58	35.44	36.33
24	3	Deputy	0326	47,341	48,526	49,733												
25				22.76	23.33	23.91												

# Washington County, Maryland Budget Adjustment Form

	X view de la partie filtra le Digitally de pred la View ber	Kimberly K Edlund Edund Date: 2021.08.10 0920.20 -0400			Aug 10, 2021			Increase (Decrease) +/-	-150,000	000'89	2,000	2,000	68,000	2,000	2,000			
Transaction/Post -Finance	Deputy Director - Finance	Preparer, if applicable	Required approval with date	If applicable with date	und Required approval with date	Required approval with date	Required > \$ 25,000 with date	Department and Account Description	Fire and Rescue Vol Services - Pension (LOSAP)	Patrol - Full time wages	Patrol - FICA	Patrol - WC	Detention - Full time wages	Detention - FICA	Detention - WC		a:	Approval Date if Known
Budget Amendment - Increases or decrease the total spending authority of an accounting fund or department	Budaet Transfer - Moves revenues or expenditures from one account to another or between budaets or funds.				Digitally signed by Kimberly K Edlund Date: 2021.08.10 09:48:11 -04'00'			Activity Code	Fire								Budget adjustment required due to changes in Judicial/Patrol and Detention salary scale.	Approval Required
ig authority of an acc	account to another o				punl			Grant Number									s in Judicial/Patrol ar	•
e the total spendin	nditures from one				Kimberly K Ed			Project Number									ired due to change	al Required
eases or decreas	evenues or expe			al Authorization	oval		-	Department Number	93130	11310	11310	11310	11320	11320	11320		adjustment requ	No Approval Required
lment - Incr	r - Moves r		ıthorizatior	ected Offici	ector Appr	r Approval	ers Approva	Fund Number	10	10	10	10	10	10	10		Budget	O
Budget Amend	Budget Transfe		Department Head Authorization	Division Director / Elected Official Authorization	3udget & Finance Director Approval	County Administrator Approval	County Commissioners Approval	Expenditure / Account Number	500130	200000	500100	500140	200000	500100	500140		Explain Budget Adjustment	Required Action by County Commissioners

## Board of County Commissioners of Washington County, Maryland

## Agenda Report Form

## Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-21-0067) - One (1) New 2021 Excavator for the Department of Water Quality

PRESENTATION DATE: August 31, 2021

PRESENTATION BY: Brandi Naugle, CPPB, Buyer, Purchasing Department and Mark Bradshaw, P. E., Division Director of Environmental Management.

**RECOMMENDED MOTION:** Move to authorize by Resolution, for the Department of Water Quality to lease/purchase one (1) New 2021 Caterpillar 304E2 Excavator in the amount of \$74,849.85 and to utilize another jurisdiction's contract that was awarded by Sourcewell, (Contract 032119-CAT) to Carter Machinery of Baltimore, MD.

**REPORT-IN-BRIEF:** The Code of Public Laws of Washington County, Maryland (the Public Local Laws) 1-106.3 provides that the Board of County Commissioners may procure goods and services through a contract entered into by another governmental entity, in accordance with the terms of the contract, regardless of whether the County was a part to the original contract. If the Board of County Commissioners determines that participation by Washington County would result in cost benefits or administrative efficiencies, it could approve the procurement of the equipment in accordance with the Public Local Laws referenced above that participation would result in cost benefits or in administrative efficiencies.

The County will benefit with the direct cost savings in the purchase of this equipment because of economies of scale this contract has leveraged. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting and evaluating a bid. Acquisition of the equipment by utilizing the Sourcewell contract and eliminating our county's bid process would result in an administrative and cost savings for the Department of Water Quality and Purchasing Department in preparing specifications.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted in the Department of Water Quality's operating budget account 535055-40-40040

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Carter Quote, 162992-001 dated 8/16/2021

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



August 16, 2021

## WASHINGTON COUNTY WATER 16232 ELLIOTT PARKWAY WILLIAMSPORT, MD 21795 ATTENTION: MR. BILL MARTIN

RE: Quote 162992-01		
Mr. Martin		

We would like to offer the same terms and conditions as the Sourcewell Contract #032119-CAT for the purchase of

## (1) NEW 2021 CATERPILLAR 304E2 EXCAVATOR

Thank you for the opportunity to provide you a quote for your equipment needs. This quotation is valid for 30 days. If there are any questions, please do not hesitate to contact me.

Regards,

Brent D. Stewart Governmental Sales - North Carter Machinery Co. Inc. 410-733-2394 Brent\_stewart@cartermachinery.com

	<b>MACHINE</b>	SPECIFICATI	ONS
--	----------------	-------------	-----

MACHINE SPECIFICATIONS	
Description	Reference No
304E2 HEXMN CFG 3	515-6927
INCLUDES:	
452-5618 304E2 HYDRAULIC EXCAVATOR	
397-7122 CONTROL, PATTERN CHANGER	
419-4783 ALARM, TRAVEL	419-4783
456-2652 ENGINE, EPA TIER 4F	
456-2642 CAB W/ AIR CONDITIONER	
428-7874 SEAT, FABRIC, HIGH BACK SUSPENSION	
428-7870 MIRROR, CAB, RIGHT	428-7870
434-2092 BELT, SEAT, 76MM(3") RETRACTABLE	
379-4690 DRAIN, ECOLOGY	379-4690
LANE 3 ORDER	0P-9003
STICK PKG STD W/2ND AUX	463-9126
LINES, BOOM	397-7119
LINES, STICK	397-7062
TRACK, RUBBER BELT	436-2492
BATTERY, DISCONNECT	453-4770
RADIO	432-2774
PRODUCT LINK, CELLULAR PL641	577-6180
LIGHTS, LED	512-5612
BLADE, 77", BOLT-ON	463-8031
LINES, QUICK COUPLER (STD)	425-8083
FILM, QUICK COUPLER, ANSI	397-7142
MIRROR, CAB, REAR	428-7872
CAMERA, REAR VIEW	460-7683
THUMB,HYD + COUPLER,PG,HYD, 3T	485-5270
COUPLER, PG, HYDR.D.LOCK, 3-4T	485-5300
BUCKET-HD, 24", 4.2 FT3, 3T	464-9904
ENGINE BLOCK HEATER	

CATERPILLAR LST PRICE SOURCWELL DISCOUNT OF 20% OFF OF LIST PRICE	\$87,662.00 -17,533.00
SALE PRICE DOCUMENT FEE FROM CAT FINANCIAL (LEASE)	\$70,129.00 500.00
TOTAL LEASE AMOUNT	\$70,629.00
60 MONTH / 3000 HOUR TM WARRANTY W/O TT&M	INCLUDED

# **<u>5 YEAR GOVERNMENTAL LEASE PAYMENTS</u>**

- 5 EQUAL PAYMENTS EACH YEAR IN ADVANCE
  - PAYMENT OF \$14,969.97 EACH
    - INTEREST RATE OF 2.99%
  - PURCHASE FOR \$1.00 AFTER 5 YEARS

## EXHIBIT 2 Concluding Payment Schedule to Government Agreement

Quote Number	4258523
Dated	, 20
bet	ween
Caterpillar Financia	I Services Corporation
а	nd

# Description of Unit: 304E2CR Mini Hydraulic Excavator:

Number of Payments Made	Beginning Balance	Payment Amount	Balloon	Interest	Interest Rate	Concluding Payment (*)
1	70,629.00	14,969.97	0.00	0.00	2.99	55,659.03
total		14,969.97	0.00	0.00		
2	55,659.03	14,969.97	0.00	1,664.20	2.99	42,353.26
total		14,969.97	0.00	1,664.20		
3	42,353.26	14,969.97	0.00	1,266.36	2.99	28,649.65
total		14,969.97	0.00	1,266.36		
4	28,649.65	14,969.97	0.00	856.62	2.99	14,536.30
total		14,969.97	0.00	856.62		
5	14,536.30	14,969.97	0.00	434.63	2.99	0.96
total		14,969.97	1.00	434.63		
6	0.96	0.00	1.00	0.03	2.99	(0.01)
total		0.00	1.00	0.03		
total		74,849.85	1.00	4,221.84		

(\*)Does not include any rent payment or other amount then due.

Initialed:	
_	(Lessee)

# Caterpillar Financial Services Corporation

Finance Proposal

administration	m Com	tral) at	0 ~			
	$m \in \mathcal{M} $	NN WW	Good if	3.		
<b></b>		0	Acknov	wledged by		Sep-2-2021
			Funded	by		Sep-2-2021
CHINERY COMPA	ANY,	D	EALER	Quote 1	number	4258523
	Stewart B010,	Brent		Fax Nu	ımber	
				Quote I	Date	03-Aug-21
				Quote 7	Γime	10:47:05 AM
				_		
					roposal. This is a	proposal only and is subject to credit
	Governmenta	al Lease	Qu	oted By	***************************************	Christina Alexander D100
nents		Annual	Re	port Created	Ву	Christina Alexander D100
***************************************	in A	dvance				
		Amount <u>Financed</u> 70,629.00	Payment 14,969.97	Balloon 1.00	Fixed <u>Rate</u> 2.9900%	
ons:	·		·		·	
ents-Air Condition cket;	ing, Cab, Rubber		rd Stick, Straig	ght Blade; Bl	lades/Buckets/Ripp	oers-Thumb Hydraulic, Quick Coupler
ture – Asset ent(s) 14,969.97						
lel Insurance CR 1,159.39	Payment <u>w/Insurance</u> 16,129.36					
		rpillar Insurano	ce Company (P	rovided by V	Westchester Insura	nce Company in Rhode Island) and is
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The terms and conditions outlined herein are not all-inclusive and are based upon information provided to date. This proposal may be withdrawn or modified by Lessor at anytime. This proposal does not represent an offer or commitment by CFSC to enter into a transaction or to provide financing and does not create any obligation for CFSC. A commitment to enter into the transaction described herein may only be extended by CFSC after this transaction has been approved by all appropriate credit and other authorities within CFSC.

Caterpillar Financial Services Corporation 2120 West End Avenue, Nashville, TN 37203 (615)-341-1000

## **RESOLUTION NO. RS-2021-**

(Intergovernmental Cooperative Purchase [INTG-21-0067] One [1] New 2021 Excavator for the Department of Water Quality)

## RECITALS

The Code of Public Local Laws of Washington County, Maryland (the "Public Local Laws"), §1-106.3, provides that the Board of County Commissioners of Washington County, Maryland (the "Board"), "may procure goods and services through a contract entered into by another governmental entity in accordance with the terms of the contract, regardless of whether the county was a party to the original contract."

Subsection (c) of §1-106.3 provides that "A determination to allow or participate in an intergovernmental cooperative purchasing arrangement under subsection (b) of this section shall be by resolution and shall either indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justifications for the arrangement."

The Department of Water Quality seeks to purchase one (1) new 2021 Caterpillar 304E2 Excavator, and to utilize another jurisdiction's contract that was awarded by Sourcewell (Contract 032119-CAT) to Carter Machinery of Baltimore, Maryland.

Acquisition of the equipment by utilizing the Sourcewell contract and eliminating the County's bid process will result in administrative and cost savings for the Department of Water Quality and the Purchasing Department. The County will benefit with direct cost savings in the purchase of this equipment because of the economy of scale the aforementioned contract has leveraged. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting, and evaluating a bid.

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to §1-106.3 of the Public Local Laws, that the Department of Water Quality is approved to purchase one (1) new 2021 Caterpillar 304E2 Excavator in the amount of \$74,849.85, and to utilize the contract that was awarded by Sourcewell (Contract 032119-CAT) to Carter Machinery of Baltimore, Maryland.

Adopted and effective this \_\_\_\_\_ day of August, 2021.

ATTEST:	BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND
	BY:
Krista L. Hart, Clerk	Jeffrey A. Cline, President
Approved as to form	
and legal sufficiency:	Mail to:
	Office of the County Attorney
	100 W. Washington Street, Suite 1101
Kendall A. Desaulniers	Hagerstown, MD 21740
Deputy County Attorney	



## Board of County Commissioners of Washington County, Maryland

## Agenda Report Form

## **Open Session Item**

**SUBJECT:** Bid Award (PUR-1508) Laundry Equipment for the Washington County Detention Center.

PRESENTATION DATE: August 31, 2021

**PRESENTATION BY:** Brandi Naugle, CPPB, Buyer, and Terry Hill, Washington County Sheriff's Office, Senior Systems Mechanic.

**RECOMMENDED MOTION:** Move to award the contract for the purchase of three (3) Milnor V-Series Washer/Extractors (\$14,000/ea.) and three (3) Milnor M758V Natural Gas Dryers (\$5,550/ea.) to the responsible, responsive bidder, PAC Industries, LLC of Harrisburg, PA who submitted the lowest Total Sum Bid of \$58,650.

**REPORT-IN-BRIEF:** The County accepted bids on Wednesday, August 4, 2021 for the Laundry Equipment. The Invitation to Bid (ITB) was advertised in the local newspaper, on the State of Maryland's "eMarylandMarketPlaceAdvantage" eMMA website, and on the County's website. Fifteen (15) persons/companies registered/downloaded the bid, and two (2) bids were received. The old equipment with a trade-in value of \$1,500 has been credited to the cost of the new machines. The Washington County Detention Center maintains and operates a laundry service within the facility. This service provides a regular supply of clean clothing and linen for the inmates/detainee population and provides a means for inmates/detainees to launder personal clothing items. Laundry services contribute to the sanitation of the facility.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are available in the Sheriff's Office Capital Improvement Plan (CIP) account 600400-30-11320- BLD089 for the purchase of the laundry equipment.

**CONCURRENCES:** Sheriff Mullendore

**ALTERNATIVES:** N/A

**ATTACHMENTS:** The Bid Tabulation may be viewed on-line at: <a href="https://www.washco-md.net/wp-1500.11">https://www.washco-md.net/wp-1500.11</a> to 1500.11</a> to 1500.11</a>

content/uploads/purch-pur-1508-bidtab.pdf

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

# PUR-1508 Laundry Equipment

		BCS Supply & Services, LLC Bowie, Maryland	PAC Industries, LLC Harrisburg, PA
Option No.	Item Description	Price	Price
1	Three (3) Washer/Extractors - Price Per Unit	\$44,943.00	\$14,300.00
	*Credit Allowance: (Washer/Extractors)	\$600.00	\$900.00
	TOTAL SUM FOR (3) WASHER/EXTRACTORS: (Option No. 1 Only)	\$44,343.00	42,000.00
2	Three (3) Natural Gas Dryers - Price Per Unit	\$21,753.00	\$5,750.00
_	*Credit Allowance: (Natural Gas Dryers)	\$600.00	\$600.00
	TOTAL SUM FOR (3) NATURAL GAS DRYERS: (Option No. 2 Only)	\$21,153.00	16,650.00
(Was	TOTAL BASE BID SUM: her/Extractors and Natural Gas Dryers)	\$65,496.00	\$58,650.00

# PUR-1508 Laundry Equipment

Alternate No. 1 - Extended Warranty for Washer - Price Per Unit:	\$1,100.00	\$900.00
Alternate No. 2 - Extended Warranty for Dryer - Price Per Unit	\$700.00	\$900.00
Delivery Date	Within 90 days of receiving Purchase Order	90 Days from date of Award
Manufactures Warranty	Attached	See enclosed manufacturer's Parts Warranty Statements

# **Remarks / Exceptions:**

# **BCS Supply & Services, LLC**

Washer/Extractors-Milnor V-Series 30022VRJ

Section: A. General

Item #1 Yes

Item #2 Yes

Item #3 Yes

Item #4 34-1/16" x 42-1/16" x 49-7/8"

Item #5 Yes

Item #6 Yes

Item #7 Yes

Item #8 Yes

Item #9 Yes

Item #12 Yes

Item #13 Quoting Huebsch

Section: C. Motor

Item #1 3 (2.2)

# **Remarks / Exceptions:**

# Pac Industries, LLC

Alternate No. 1 - Extended Warranty for Washer Price Per Unit

\* Labor

Alternate No. 2 - Extended Warranty for Dryer Price Per Unit

\* Labor

<sup>\*</sup> Any delays with the delivery dates due to supply chain issues will be submitted in writing with supporting manufacturer documentation.

<sup>\*</sup> All additional manuals not included will electronically sent to point of contact.

# PUR-1508 Laundry Equipment

Natural Gas Dryers-Milnor M758V

Section: A. General

Item #2 37 in.

Item #3 22.4 in.

Item #4 38.5" x 53" x 77.3"

Item #14 Quoting Huebsch

**Section: C. Motor** 

Item #1 .5HP

Item #2 .5HP



## Board of County Commissioners of Washington County, Maryland

## Agenda Report Form

## **Open Session Item**

**SUBJECT**: PUBLIC HEARING – Requests by organizations to be added to the list of nonprofit organizations to which the Board of County Commissioners may contribute funds, pursuant to § 1-108 of the Code of the Public Local Laws of Washington County, Maryland (the "1-108 List").

PRESENTATION DATE: Tuesday, August 31, 2021; 11:00 a.m.

**PRESENTATION BY**: Kirk C. Downey, County Attorney

**RECOMMENDED MOTION:** None. The Board may discuss, take action, and/or make any motion after the public hearing is closed.

**REPORT-IN-BRIEF:** The following organizations have submitted letters of request to be added to the 1-108 List:

PurrHaven Inc.

America's Hauling for Hope Inc. Partners in Care Maryland, Inc.

**DISCUSSION:** The approval by the Board of County Commissioners of a request of a nonprofit organization to be added to the list does not assure that the organization will receive funding from the Board; that decision is made separately as a part of the Community Organization Funding process and ultimately the County's budgetary process.

FISCAL IMPACT: N/A

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Letters of Request and Supplemental Information

**AUDIO/VISUAL NEEDS:** None.



August 5, 2021

Board-of-County-Commissioners 101 West Washington Street #1101 Hagerstown, MD 21740

Re: Washington County Recognized Non-Profits for Fiscal Year 2021

Dear Board of Commissioners:

PurrHaven, Inc. respectfully requests to be included on the Washington County recognized non-profits list. Our non-profit received its 501 (c) 3 certification 10 years ago in June 2011.

I set up this rescue 10 years ago after my husband and I moved to south Washington County from Fairfax, Virginia in the early 1990's to build our home. From almost the first day, unaltered, stray cats started coming to our property from the adjacent farms that were closing down their dairy businesses but left the cats to fend for themselves. The cats started to wander in search of food and ended up over-populating Rohrersville and many areas in South County like Gapland, Brownsville and Knoxville.

We started with providing (TNR) Trap Neuter Return so the people in these areas could have access to spay neuter services and begin to end stray and outdoor cat overpopulation. We started with the small village of Rohnerville by altering and vaccinating 26 cats that were being fed by an elderly gentleman living next to the Post Office. From there, we expanded our services as the community reached out to us for spay/neuter/TNR assistance. We TNR approximately 100 cats every year, train and empower primarily elderly private property owners to trap the humane and correct way for spay TNR, and provide financial assistance for unowned injured animals. The average age of our clients is 85 years of age who live on limited incomes.

Please know that we are a very small organization with 2 main foster homes. We do an incredible amount of rescue work for so many badly needed cats with just a handful of loyal and unpaid volunteers. We are "all volunteer" and do not receive a cent for our work. It is my belief that donations go to helping the cats and not paying volunteers and we have kept it this way.

Respectfully submitted,

Elizabeth Stefanik PurrHaven, Inc.

PO Box 17

Rohrersville, Maryland 21779

Elizabeth Stefanik

# PURRHAVEN INC.: D13565072



# A Notice



Effective July 1, 2021, SDAT no longer charges a base filing fee for the cancellation, dissolution, or termination of a registered business. Please be mindful that neither cancellations, dissolutions, or terminations submitted before July 1, 2021, nor resubmissions of these filings through a transaction originally completed before July 1, 2021, will be eligible for a refund.

Please be aware of an ongoing scam in which newly registered businesses are being instructed to send additional payment in order to obtain a Certificate of Status. Any 3rd party solicitation from a company attempting to represent the 'Maryland Secretary of State' via mail or email should be fully vetted before submitting additional payment information.

## Department ID Number:

D13565072

#### **Business Name:**

PURRHAVEN INC.

Principal Office:



20326 BENT WILLOW ROAD ROHRERSVILLE MD 21779

Resident Agent: 🕔



**ELIZABETH STEFANIK** 20326 BENT WILLOW ROAD **ROHRERSVILLE MD 21779** 

#### Status:

REVIVED

#### **Good Standing:**

THIS BUSINESS IS IN GOOD STANDING

# **Business Type:**

CORPORATION

## **Business Code:**

04 ORDINARY BUSINESS - NON-STOCK

## Date of Formation/Registration:

05/11/2010

#### State of Formation:

MD

## Stock Status:

NONSTOCK

INTERNAL REVENUE SERVICE P. O. BOX 2508 CINCINNATI, OH 45201

Date: JUN 28 2011

PURRHAVEN INC 20326 BENT WILLOW RD ROHRERSVILLE, MD 21779 Employer Identification Number: 27-4700512 DLN: 17053153313021 Contact Person: MITCHELL P STEELE ID# 31360 Contact Telephone Number: (877) 829-5500 Accounting Period Ending: December 31 Public Charity Status: 170(b)(1)(A)(vi) Form 990 Required: Yes Effective Date of Exemption: May 12, 2010 Contribution Deductibility: Yes Addendum Applies:

# Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

No

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,

Lois 6. Lerner

Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)



# A Hand Up, Not A Handout

Clinton Rawlings
America's Hauling for Hope
10701 Bower Avenue, Suite C
Williamsport, MD 21795

Kimberly Jacobson Legal Assistant 100 W. Washington Street, Room 2200 Hagerstown, MD 21740

# Dear Kimberly Jacobson,

April 26, 2021

Please add America's Hauling for Hope, Inc. to the 1-108 list to be considered for approval as a Washington County Registered Nonprofit.

America's Hauling for Hope was incorporated July 12, 2017, is in "good standing", located at 10701 Bower Avenue, Suite C Williamsport, Maryland 21795, and its' Maryland Department Identification number is D18129171.

Along with this request letter is the determination letter from the IRS granting our organization a tax-exempt status as a 501(c)(3) organization, a copy of our "good standing" report from Maryland State Department of Assessment and Taxation, and a brochure describing America's Hauling for Hope, Inc.

If you need any additional information, we are more than willing to submit it to you upon request.

Respectfully,

Clinton Rawlings

Clinton Rawlings

**Executive Director** 

America's Hauling for Hope

Phone: 1-833-934-2858

E-mail: hauling4hope@gmail.com

# AMERICA'S HAULING FOR HOPE INC.: D18129171



# A Notice



Effective July 1, 2021, SDAT no longer charges a base filing fee for the cancellation, dissolution, or termination of a registered business. Please be mindful that neither cancellations, dissolutions, or terminations submitted before July 1, 2021, nor resubmissions of these filings through a transaction originally completed before July 1, 2021, will be eligible for a refund.

Please be aware of an ongoing scam in which newly registered businesses are being instructed to send additional payment in order to obtain a Certificate of Status. Any 3rd party solicitation from a company attempting to represent the 'Maryland Secretary of State' via mail or email should be fully vetted before submitting additional payment information.

## Department ID Number:

D18129171

#### **Business Name:**

AMERICA'S HAULING FOR HOPE INC.

Principal Office:



10701 BOWER AVENUE

WILLIAMSPORT MD 21795

Resident Agent: 🕔



**CLINTON RAWLINGS** 

10701 BOWER AVENUE

WILLIAMSPORT MD 21795

#### Status:

**INCORPORATED** 

#### **Good Standing:**

THIS BUSINESS IS IN GOOD STANDING

#### **Business Type:**

CORPORATION

## **Business Code:**

04 ORDINARY BUSINESS - NON-STOCK

#### Date of Formation/Registration:

07/12/2017

#### State of Formation:

MD

## Stock Status:

**NONSTOCK** 

INTERNAL REVENUE SERVICE 9. 0. 80X 2508 CINCINNATI, OR 45201

Date: NN B 7 7820

AMERICAS MAILING FOR HOPE TOTAL BOSES AVENUE MILLIAMSPORT, NO. 21795 0000 Employer Identification Number: 26053521001300 1108 2 1923 <u> Contact Recson:</u> CUSTOMER SERVICE Contact Telephone Number:

(BTT) 829-5500 Scounting Period Ending Cuprice Charlety Statisa 509[8](2) FOCE 990/996 EZ/998 M REQUIRED

Effective Date of Exemption
April 28, 2020
Contribution Deductibility:

Addendum Applies:

He're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct under Internal Revenue Code (IRC) Section 501(c)(3). Vou're also qualified contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status, Please keep it for your records.

Vanizations exempt under IRC Section 50%(c)(3) are further classified as Ther outline charters either public charifies or private foundations. We determined you're a public charifies or private foundations. We determined you're a public charity under the IRC Section Disted at the top of this letter

If we indicated at the top of this letter that you're required to file Form 990-N. 990/996 EZ/990.N. our records show you're in all electronic notice (Form 990-N. information return (Form 990 or Form 990-E) return or notice for three information. If you don't file a require utomatically revoked. consecutive years, your exempt status will en addendum applies, the

if we indicated at the top of this letter thatter enclosed addendum is an integral part of thi ulties as a tax-exempt

tant information about your response "4221-PC" in the search bar enganizhten, pa to se, pre govichari(les jor 501(c)(3) Public Charities. mich describes your recordkeeping, repart of and disclosure requirements. to 4:00 pgs iteation 4221 PC, compliance &



February 18, 2021

Supporting Older Adults in Our Community

Office of the County Attorney 100 West Washington Street, Suite 101 Hagerstown, MD 21740 Attention: Kimberly Jacobson

Dear Kimberly,

- 1. This is a letter of interest by Partners in Care Maryland, Inc., to request eligibility to participate in the upcoming FY23 Community Organization Funding grant process for the purpose of expanding age-in-place service offerings to seniors over 60 years of age residing in Washington County.
- 2. Summary Statement. Partners In Care (PIC), is a Maryland 501(c)3 community nonprofit organization whose mission is to help adults 60 years of age and older remain independent in their own homes and engaged in the community. Operating since 1993 and currently embracing 3,200+ members, PIC uses a service-exchange or time-banking model as the foundation of our support for seniors. Members of the program pool their time and talents to help each other with the myriad of tasks in everyday living in a neighbor-helping-neighbor program based on intentional reciprocity. In FY23, PIC seeks to expand its non-profit, community service offerings to support the senior population of Washington County.
- 3. Statement of Need. There is a growing statewide need for senior services. In September 2018, Maryland Governor, Larry Hogan, launched an innovative Community for Life (CFL) Program developed by the Maryland Department of Aging (MDoA) as a partnership between MDoA and several non-profit organizations, PIC being one of their partners. The program was developed "to provide guaranteed services to help keep Maryland's population 60 years of age and older living at home longer, while preventing the issues that require higher levels of care." Upon kickoff of this first-in-the-nation CFL Program, MDoA recognized PIC as one of four initial CFL Providers with active programs in both Anne Arundel, Frederick, Talbot/Caroline, and Washington Counties. By becoming a CFL member, seniors receive guaranteed transportation, handyman services, and service navigation. Service navigation is a service project that helps reduce social isolation, provides friendly visits and phone calls, of which, helps with medication adherence, and referrals to other organizations (if PIC doesn't provide the service) and health and wellness classes, and more.

In the upcoming FY23 grant funding cycle, PIC plans to request a Community Organization Funding grant over a one-year period to establish a Community for Life Service Navigator position for Washington County. This is an essential first step in building a county partnership with local non-profits to identify existing gaps in community services. According to the U.S. Census Bureau's American Community Survey findings, Washington County has a population of

age in place has been the founding mission of Partners in Care for the past 28 years. PIC members actively support the CFL Provider Program to help make it possible for seniors to remain comfortably independent in their homes by providing transportation and handyman services, member care, advocacy, and social programs to support healthy, independent, active living; all with keeping their dignity and respect.

- 4. Project Activity. The project activity for FY23 grant consideration is to establish initial staffing for Washington County operations. The Community for Life Service Navigator position is a key management position that coordinates best practices and lessons learned from successful PIC model proven to increase service efficiency, visibility, and financial sustainability in Washington County. This key management position proactively promotes community awareness of PIC and CFL member services with special emphasis to reach rural, underserved areas of Washington County where many seniors reside. The primary focus of Community for Life Service Navigator is to design ways to better serve older adults in Washington County and prevent the predictable challenges and less desirable options for seniors and their families that can require admittance into a higher level of care facility, such as a nursing home or assisted living facility. On an ongoing basis, PIC plans to serve as a community connection to evaluate available services, identify gaps and determine senior resident satisfaction. PIC will develop programs to meet residents' needs and interests and connect additional service providers to the community as required. Specific programs may include:
  - Ride Partners. The Ride Partners is a transportation program that arranges for one-on-one rides for medical appointments, picking up prescriptions, grocery shopping, personal errands, visits to friends, and more. With a pool of provider volunteers participating, it is almost always possible to make a good "match" between rider and driver on a schedule that is convenient and flexible for both parties. In addition, PIC makes member customers aware of the mobility options available in the greater community.
  - Repair with Care. Repairs with Care is a program which uses volunteer men and women with professional "handyman" skills to make minor repairs for preventative home maintenance and safety (e.g., changing light bulb, installing handrails, fixing leaking faucet or running toilet); all of which allows a safe living environment.
  - Warm Houses. Warm Houses is a program designed to combat social isolation. A variety of activities can be arranged to bring people together in familiar settings for conversation and camaraderie. Activities align with residents' interests (e.g., cookingfor-one classes, learning how to play "Mah Jongg" board game, or offering seminars about how to reduce junk mail or spam phone calls received). Warm Houses Program can foster new relationships and service exchanges between people to support everyone for a richer, healthier life.
  - Personal Emergency Response System (PERS). In partnerships with Connect America,
     PIC is a provider of the well-regarded emergency response system that can be worn by

an individual on the wrist, around the neck or on their waist — or the unit can be installed at home so that critical personnel will be alerted if help is needed. The PERS instrument provides reassurance to older adults living alone and their families. PIC is the only organization that offers follow-up calls the next day (after pushing the button) to assure that the member is okay and doesn't need anything.

- The Boutique. PIC operates an upscale, resale store selling clothing, jewelry, fashion accessories, books, small furniture and household items. There are currently two stores—one in Anne Arundel County and another in Frederick County. The stores are a major source of revenue for our programs and enables people to make donations and give back to the community. The Boutique is a social center with about 80 volunteers working a few hours per week. PIC plans to expand its Boutique operations to Washington County. Residents of Washington County will be encouraged to participate in the active social and business components of Boutique operations as much as they choose.
- 5. Project Outcomes. PIC will use 2020 Washington County census to identify the total population over 60 years of age. From this group, the project will track the number of new members of PIC services from senior residential communities identified by the Maryland Department of Housing as low-income homeowners, residents in family self-sufficiency dwellings, or reside in low income apartment communities. The measurable outcome of this project activity is to achieve a 48% increase of new PIC members by calendar year 2025. Specific project activities include: non-medical transportation to providers; mobility management and coordination services; connect to seniors with emotional and social service resources; expand support network of volunteer members; and train volunteer mobility van drivers.
  - a. Project Objectives:
    - 1,208 of 12,083 (10%) participants over 60 years of age living in poverty and residing in rural, underserved areas will request PIC services within 180 days of enrollment.
    - 579 of 1,208 (48%) family members and friends of participants will sign-on as volunteers to support PIC within two years of mobility transport start-up.
  - b. Measurable Indicators. This project also includes measurable indicators. PIC member intake questionnaires and post-survey instruments will provide valuable data to track changing needs and satisfaction with PIC service offerings enabling PIC to make adjustment to service schedules. This membership information identifies new and existing member interests in volunteering as mobility drivers or staffing the PIC Boutique (thrift store).
    - How much will this project accomplish? Number of residents served (Goal: 1,787; enrollment records of new consumers and volunteers).
    - How will we know how well the project is doing? Partners in Care (PIC) project will target selected underserved, low/moderate income housing communities of Washington County: Number of residents served (Goal: 140; new volunteer driver

- enrollment records); Number of transport trips completed by new consumer members (Goal: 358; trip log sheets).
- How will we determine if anyone is better off? Transportation services are in high demand by seniors, their families, friends and neighbors and when their availability are known and trusted in the community: Number and percent of resident population participating as consumers of PIC services from targeted areas (Goal: 1,208 participants, 10%, member enrollment records); Number and percent of resident population who continue to age in place (Goal: 1,026, participating and nonparticipating members, 85%), member post services survey.
- 6. Credentials. In 2019, Partners in Care Maryland, Inc., attained accreditation by the Standards for Excellence Institute (SEI) for compliance with standards of excellence recognized by the Maryland Association of Nonprofit Organizations. SEI is a national accreditation program established to promote the highest standards of ethics, effectiveness, and accountability in nonprofit governance, management, and operations for nonprofit organizations. Nonprofit organizations successful in meeting these standards are awarded the Seal of Excellence a type of "Good Housekeeping Seal" of approval (Maryland Association of Nonprofit Organizations, 2010). This national certification program allows those who demonstrate adherence to the Standards of Excellence the opportunity to display the seal indicating to stakeholders the importance of professional management, strategic planning, on-going program evaluation and assessment, and sound financial management. This is PIC's fourth consecutive SEI certification and recognition for excellence by the Maryland Association of Nonprofit Organizations.
- 7. Statement of Sustainability. If Washington County awards a Community Organization Funding (COF) grant over a one-year period to establish a Community for Life Service Navigator position, PIC will use funds to offset operating start-up costs for this project. PIC will continue to carry out this project in the future through Boutique shop income and voluntary contributions by partner foundations and ongoing individual donations in the event that continuing COF grant is not available. The COF funds will greatly speed up delivery to meet the high demand for this service in rural, underserved areas of Washington County.

8. On behalf of the entire PIC team, I would like to express my appreciation for your review of this letter of intent. For additional information needed by your office to add Partners in Care Maryland, Inc., onto the Washington County list of recogn8ized non-profits, please contact Mr. Harold (Bud) Otis at email address <a href="mailto:BudOtis@partnersincare.org">BudOtis@partnersincare.org</a> or telephone (240) 500-0095.

Mandy Arnold

President & CEO

Partners in Care Maryland, Inc.



# Job Description: Site Director

A successful Site Director will have a broad knowledge of program management principles and community activities affecting older adults in their area. The Site Director must have a strategic mindset as well as be able to lead and develop their subordinates. The incumbent will be responsible for the day to day operations of the site. The driving goals of this position are to increase efficiency, visibility, financial sustainability, and community awareness of Partners in Care to better serve the older adults in your area.

#### **Direct Reports**

- Office Coordinator
- Volunteer Recruiter (outreach)
- Program Volunteers (receptionist, ride drivers, handymen, etc.)

# **Duties and Responsibilities**

- Partner with upper management to develop business strategy for site.
- Identify opportunities for improvement and suggest solutions.
- Partner with upper management & community leaders to increase the awareness of programs offered.
- Seek, obtain, and develop new partnerships with local community influencers to better serve our members.
- Research and develop strategic plan to increase financial sustainability through grants, donations, and fundraising activities.
- Attend community events and business meetings outside the office.
- Travel to alternate PIC sites for training and development.
- Mentor and develop direct reports and volunteers.
- Conduct performance reviews of direct reports.
- Verify time sheets and maintain direct report schedules.
- Maintain a clean, orderly, and welcoming office.

# Required Knowledge, Skills, and Abilities (KSA)

- Proven leadership skills (using servant leadership model).
- Project management experience.
- Ability to prioritize projects.



- Excellent communicator (phone, media, and face to face).
- General office equipment and computer knowledge.
- Ability to maintain confidentiality.

# Salary commensurate with experience

About Partners In Care Maryland, Inc.:

Partners In Care Maryland, is an impactful organization that invest in the Older Adults of our communities. Our team consists of bright, energetic and talented people who have a passion for making a difference in the world by helping underserved communities.

**Comments:** E.E.O.C. Excellent benefit package that includes medical, dental, life, 403(B), and more. No phone calls please. Interested Candidates should forward a resume to careers@partnersincare.org with the job title in the subject line or mail to Partners In Care at 8151-C Ritchie Hwy, Pasadena, MD 21122.



# Job Description: CFL Service Navigator

A successful Service Navigator will have excellent communication skills, ability to problem solve independently, and be comfortable with flexible planning models. The primary goal of the Service Navigator is to coordinate activities and link members to appropriate resources to fulfill PIC's mission of helping older adults remain independent. The Service Navigator will follow program processes and procedures set by PIC & Community for Life Guidelines.

### **Duties and Responsibilities**

- Provide each member with proactive contact to prevent social isolation.
- Identify member needs and guide members through the project standard packages of services.
- Maintain list of available resources within and without the organization that can fulfill the standard packages of services.
- Organize schedules and manage appointments for members.
- Participate with all required Service Navigator trainings and meetings; may require occasional travel to offsite locations.
- Maintain volunteer backup lists with skill set and availability.
- Partner with local leaders and businesses to promote PIC/CFL and add supply additional resources.
- Host and/or present at external organization meetings/conferences to aid program, development.
- Partner with other PIC/CFL staff to share best practice models and generate new ideas.
- Interact with other program coordinators, managers, and directors to ensure consistency across programs.
- · Manage multiple projects and set prioritization schedules.
- Database entry, electronic & paper file management; train others as needed.
- Monitor and create reports on member involvement & participation.
- Support the operations of the site by fulfilling other duties as assigned.
- Adhere to the procedures of PIC/CFL including health, safety, and antidiscrimination policies.



# Required Knowledge, Skills, and Abilities (KSA)

- Proven leadership skills (using servant leadership model).
- General knowledge of office equipment (computer, copier, etc.).
- Able to work both independently and in team settings.
- · Attention to detail and ability follow through.
- Knowledge of local area and area businesses.
- Ability to speak in front of large crowds.
- Ability to work under pressure.
- · Ability to maintain confidentiality.
- · Compassion and empathy.
- Bachelor's degree in business, marketing, social work, or related fields are preferred.
- Previous recruiting and/or volunteering experience is preferred.

## Salary commensurate with experience Reports to Director of Operations

# About Partners In Care Maryland, Inc.:

Partners In Care Maryland, is an impactful organization that invest in the Older Adults of our communities. Our team consists of bright, energetic and talented people who have a passion for making a difference in the world by helping underserved communities.

# About Community for Life:

Community For Life<sup>SM</sup> (CFL) is a unique opportunity to be part of a first-in-the-nation program being evaluated by the State of Maryland to prove the effectiveness of aging-in-place services. Members receive guaranteed transportation, handyman services, and social engagement for a fee.

**Comments:** E.E.O.C. Excellent benefit package that includes medical, dental, life, 403(B), and more. No phone calls please. Interested Candidates should forward a resume to careers@partnersincare.org with the job title in the subject line or mail to Partners In Care at 8151-C Ritchie Hwy, Pasadena, MD 21122.





## PARTNERS IN CARE MARYLAND, INC.: D03992666



### A Notice



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Please be aware of an ongoing scam in which newly registered businesses are being instructed to send additional payment in order to obtain a Certificate of Status. Any 3rd party solicitation from a company attempting to represent the 'Maryland Secretary of State' via mail or email should be fully vetted before submitting additional payment information.

#### Department ID Number:

D03992666

#### **Business Name:**

PARTNERS IN CARE MARYLAND, INC.

Principal Office:



8151-C RITCHIE HIGHWAY PASADENA MD 21122

Resident Agent:



**MANOY ARNOLD** 

8151-C RITCHIE HIGHWAY

PASADENA MD 21122

#### Status:

**INCORPORATED** 

#### **Good Standing:**

THIS BUSINESS IS IN GOOD STANDING

#### **Business Type:**

CORPORATION

#### **Business Code:**

04 ORDINARY BUSINESS - NON-STOCK

#### Date of Formation/Registration:

10/24/1994

#### State of Formation:

MD

#### Stock Status:

NONSTOCK

#### DEPARTMENT OF THE TREASURY

INTERNAL REVENUE SERVICE DISTRICT DIRECTOR 31 HOPKINS PLAZA BALTIMORE, ND 21201

Datez

SEP 0 6 1995

PARTNERS IN CARE INC C/O NORTH ARUNDEL HOSPITAL 301 HOSPITAL DRIVE GLEN BURNIE, MD 21061 Employer Identification Number: 52-1911804 Case Number: 525215013 Contact Person: MRS. S. PRATT Contact Telephone Number: (410) 962-4787 Accounting Period Ending: June 30 Foundation Status Classification: 509(a)(1) Advance Ruling Period Begins: 10-24-94 Advance Ruling Period Ends: 6-30-99

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of examption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 309(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not neet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(a) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a motice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the

Letter 1045 (00/CG)

From: Jacobson, Kimberly D. <kjacobson@washco-md.net>

Date: Wednesday, August 4, 2021 at 7:25 AM

To: ri950chard@comcast.net < ri950chard@comcast.net >

Cc: Mandy Arnold <mandyarnold@partnersincare.org>, Harold Bud Otis <BudOtis@partnersincare.org>,

kerryfair@partnersincare.org <kerryfair@partnersincare.org>

Subject: RE: Grant Program Information



#### Agenda Report Form

#### **Open Session Item**

**SUBJECT:** Community Organization Funding - Service Priority Areas and Eligible Expenses for Fiscal Year 2023

PRESENTATION DATE: August 31, 2021

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

**RECOMMENDED MOTION(S):** Move to approve the Community Organization Funding Service Priority Areas and their respective available funding amounts as presented (or amended).

**REPORT-IN-BRIEF:** The Community Organization Funding Committee is preparing for the fiscal year 2023 application and review process. As agreed upon, the Board of County Commissioners shall annually determine and approve the service priority areas eligible to receive funding consideration. The Board shall also set or approve the total available funding that should be dedicated to each established service priority area. In addition, discussion regarding allowing the eligibility of capital expenses will be revisited.

**DISCUSSION:** Historically the Board has funded six (6) service priority areas which are: Arts & Culture, Domestic Violence, Families and Children, Recreation, Seniors and Other. These service priority areas have encompassed and included all applications received and have not excluded an organization from making application for funding.

For the purposes of the Committees fiscal year 2023 considerations, Washington County's Chief Financial Officer has indicated \$774,000 is available for distribution. This amount is unchanged from FY22. This total is subject to adjustment as the fiscal year 2023 budget is discussed.

It is the recommendation of the County's CFO and Director of the Office of Grant Management that the amount of funding made available for each respective service priority be set as indicated below. These funding amounts are the same as in FY22.

Service Priority Area	Funding Available	Percent of Available Funds
Arts & Culture	\$107,810	14.0%
Domestic Violence	\$306,900	39.6%
Families & Children	\$255,380	33.0%
Recreation	\$27,000	3.5%

Seniors	\$67,110	8.7%
Other	\$9,800	1.2%
Total	\$774,000	100%

As previously agreed upon by the Board, the Committee does have the latitude to move ten (20) percent of the approved amounts from one service priority to another, but every year the amount of funding available for a specific service priority area will return to the approved base figure as set by the Board.

On October 22, 2019 the Board considered the inclusion of capital expenses as eligible costs funded through Community Organization Funding. After discussion, the Board voted against the inclusion of capital expenses, but requested the subject be revisited annually in August when setting the funding and service priority areas.

**FISCAL IMPACT:** The fiscal impact of Community Organization Funding is dependent upon funding decisions made by the Board during the annual budgetary process.

**CONCURRENCES:** Chief Financial Officer, Washington County, Maryland

**ALTERNATIVES:** The Board may amend service priorities and funding amounts and eligible expenses as deemed appropriate.

**ATTACHMENTS:** N/A

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



#### Agenda Report Form

#### Open Session Item

**SUBJECT:** Investment and Retirement Committee – Appointment of Commissioner

PRESENTATION DATE: August 31, 2021

PRESENTATION BY: Larry Etchison, Director of Human Resources; Sara Greaves, Chief

Financial Officer

**RECOMMENDATION:** To appoint a commissioner representative for the Investment and Retirement Committees as stated in the policy requirements.

Retirement committees as stated in the poney requirements.

**REPORT-IN-BRIEF:** The Investment Committee and the Retirement Committee require the appointment of a commissioner.

**DISCUSSION:** Investment Committee - As per the policy, the Investment Committee shall consist of the County Administrator, the Director of Human Resources, the Chief Financial Officer as Chairperson, the Director of Finance, one County Commissioner appointed who will be appointed by the Board of County Commissioners to serve a four-year term. The Investment Committee (with the assistance of the Investment Services Consultant) shall assist in the development of policies and guidelines regarding the Funds' investments. These policies and guidelines shall include (but are not restricted to) establishment of:

- Investment Objectives, Investment Policy, Investment Guidelines, and Review Procedures.
- Standards for measuring, monitoring, evaluating, and comparing investment performance of the Funds.
- Procedures for authorization, reporting, control, review, and general governance to ensure that the Funds' investment policies and guidelines are reviewed on a regular basis.

**Retirement Committee** – As per the policy, the Retirement Committee shall consist of the County Administrator; CFO; County Commissioner appointed by the County Commissioners as a whole; Human Resources Director, One representative of the Sheriff's department, and four representatives of local 67 of the American Federation of State, County, and Municipal Employees. Each member will serve at the pleasure of the County and deemed to have accepted all the duties and responsibilities of such appointment and to have agreed to the faithful performance of his or her duties. The committee shall have full power and authority to deal with all persons in any matter directly connected with the plan.

FISCAL IMPACT: N/A

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** N/A

AUDIO/VISUAL NEEDS: None



#### Agenda Report Form

#### **Open Session Item**

SUBJECT: PUBLIC HEARING: Application for Zoning Text Amendment RZ-21-004

PRESENTATION DATE: August 31, 2021

PRESENTATION BY: Jill Baker, Director, Department of Planning and Zoning

**RECOMMENDED MOTION:** The purpose of this public hearing is to take public comment on the rezoning application. No action will be taken.

**REPORT-IN-BRIEF:** Application is being made to amend Section 4.26 of the Zoning Ordinance to deter placement of solar arrays on productive agricultural land.

**DISCUSSION:** In June 2009, Washington County took its first steps in allowing for alternative and renewable energy sources such as wind and solar energy by amending and including Sections 4.24 and 4.25 to the Zoning Ordinance to allow for generating systems for on-site residential and commercial usage.

In 2011, the County expanded its position on the renewable energy movement by including a new section of the Zoning Ordinance (Section 4.26) that recognized the advancements in renewable energy systems, specifically those associated with utility scale solar energy generating systems (SEGS). These new regulations focused on the location and appearance of these new uses by promoting them in urbanized areas and limiting them in rural areas. Limitation focused on deterring these types of uses from being located within existing land preservation program areas such as Rural Legacy and Priority Preservation Areas (PPAs).

As planned, no SEGS have been located within the County designated PPAs or Rural Legacy areas. However, as interest continues to increase in locating these types of uses in Washington County, concerns have arisen over the amount of agricultural land being taken out of production and converted into acres of solar arrays. Concern is growing that farms with high quality soil categories (Class 1 and 2 soils per the National Resource Conservation Service Soil Survey) that are located outside of designated land preservation areas are being converted at a rate that will negatively impact the agricultural economy in the County. To reverse these trends of losing productive agricultural land, amendments are proposed by the Planning Commission to deter new SEGS from locating in areas where there are identified Class 1 and/or Class 2 soils.

This item was presented to the Washington County Planning Commission at a Public Information Meeting held during their regular meeting on June 7, 2021. Written comment was received in favor of the changes. On July 19, 2021, the Planning Commission unanimously recommended approval of the proposed text amendments.

FISCAL IMPACT: n/a

**CONCURRENCES:** Washington County Planning Commission

ALTERNATIVES: n/a

**ATTACHMENTS:** Proposed text amendments, staff report, Planning Commission minutes, Planning

Commission recommendation



FOR PLANNING COMMISSION USE ONLY	
Rezoning No.	
Date Filed:	

# WASHINGTON COUNTY PLANNING COMMISSION ORDINANCE TEXT AMENDMENT APPLICATION

Washington County Planning Commission	□Property Owner	□Contract Purchaser
Applicant 100 W. Washington St., Suite 2600, Hagerstown MD 21740	□Attorney	□Consultant
Address Jill Baker	240-313-2430	
Primary Contact	Phone Number jbaker@washco-md.net	
Address	E-ma	il Address
<ul> <li>□ Adequate Public Facilities Ordinance</li> <li>□ Forest Conservation Ordinance</li> <li>□ Subdivision Ordinance</li> <li>□ Solid Waste Plan</li> </ul>	e □ Water and Sewer Plan ■ Zoning Ordinance □ Other	
4.06		
Section No. 4.26		
Please provide the proposed text on a separar should be used for deletions [deletions], unch		
Please provide the proposed text on a separar should be used for deletions [deletions], unch	nanged wording in regular t	
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# DEPARTMENT OF PLANNING & ZONING COMPREHENSIVE PLANNING | LAND PRESERVATION | FOREST CONSERVATION | GIS

April 2021 RZ-21-004

# APPLICATION FOR TEXT AMENDMENT WASHINGTON COUNTY ZONING ORDINANCE

#### STAFF REPORT AND ANALYSIS

**Proposal:** Application is being made to amend Section 4.26 (Solar Energy Generating Systems) of the Washington County's zoning ordinance to deter placement of solar arrays on productive agricultural land in rural areas.

**Staff Report:** In June 2009, Washington County took its first steps in allowing for alternative and renewable energy sources such as wind and solar energy by amending and including Sections 4.24 and 4.25 to the Zoning Ordinance to allow for generating systems for on-site residential and commercial usage. The primary purpose of these amendments was to provide commercial and residential property owners the ability to establish alternative energy generating systems specifically for consumption on the installation site of the generating system.

In 2011 the County expanded its position on the renewable energy movement but including a new section of the Zoning Ordinance (Section 4.26) that recognized the advancements in renewable energy systems, specifically those associated with utility scale solar energy generating systems (SEGS). These new regulations focused on the location and appearance of these new uses by promoting them in urbanized areas and limiting them in rural areas. Limitation focused on deterring these types of uses from being located within existing land preservation program areas such as Rural Legacy and Priority Preservation Areas (PPAs). It was also decided to only allow SEGS through a special exception process in the rural zoning districts.

Since 2011 there have been numerous requests to install these types of uses within the rural areas of the County. As planned, no SEGS have been located within the County designated PPAs or Rural Legacy areas. However, as interest continues to increase in locating these types of uses in Washington County, concerns have arisen over the amount of agricultural land being taken out of production and converted into acres of solar arrays. Concern is growing that farms with high quality soil categories (Class 1 and 2 soils per the National Resource Conservation Service Soil Survey) that are located outside of designated land preservation areas are being converted at rate that will negatively impact the agricultural economy in the County.

To reverse these trends of losing productive agricultural land, amendments are proposed by the Planning Commission to deter new SEGS from locating in areas where there are identified Class 1 and/or Class 2 soils. The amendment is proposed as follows:

#### Section 4.26 Solar Energy Generating Systems

[Paragraph 2]

SEGS shall be permitted as a land use as specified in Sections 3.3 and 21.42 of this ordinance. However, SEGS shall be prohibited as a use in defined Priority Preservation Areas, Rural Legacy Areas, and Antietam Overlay Areas. In addition, the developer of a SEGS shall, to the degree practicable, avoid disturbing Class 1 & 2 prime agricultural soils outside of designated growth areas.

Staff Recommendation: Staff recommends approval of the proposed amendments.

Respectfully Submitted,

Jill Baker Director

# WASHINGTON COUNTY PLANNING COMMISSION PUBLIC REZONING INFORMATION MEETING AND REGULAR MEETING July 19, 2021

Due to current social meeting restrictions put in place by the Governor of Maryland because of the COVID-19 pandemic, the Washington County Planning Commission held its public rezoning information meeting and regular monthly meeting on Monday, July 19, 2021 at 7:00 p.m. virtually using Zoom software. No physical meeting took place.

Planning Commission members present were: Clint Wiley, Robert Goetz, Denny Reeder, Jeff Semler, David Kline, and Ex-officio County Commissioner Randall Wagner. Staff members present were: Washington County Department of Planning & Zoning: Jill Baker, Director; Jennifer Kinzer, Deputy Director; Travis Allen, Comprehensive Planner; Meghan Jenkins, GIS Coordinator; and Debra Eckard, Administrative Assistant; Washington County Department of Plan Review & Permitting: Ashley Holloway, Director; Rebecca Calimer, Chief of Plan Review; Lisa Kelly, Senior Planner; and Scott Stotelmyer, Planner.

Also present were: William Erskine, Offit Kurman, legal counsel; Sean Davis, Brittany Sink, Mickey Cornelieus, Todd Heck, and Jon Erickson with Morris & Ritchie Associates; and Adam Shaool of Washco Development [RZ-21-003]; Trevor Frederick of Frederick, Seibert & Associates, consultant; David Salinas, Dan Dababneh and Kareema Keshta of Northpoint Dickinson; Jonathan Horowitz, Washington County Department of Business Development [PC-21-001]; and Gordon Poffenberger of Fox & Associates, Inc. [PP-20-001].

#### **CALL TO ORDER**

The Chairman called the public information meeting to order at 7:00 p.m.

### **PUBLIC REZONING INFORMATION MEETING**

### Town of Hancock [WS-21-001]

Ms. Baker presented a text amendment application submitted by the Town of Hancock. The proposed amendment to the County's Water & Sewerage Plan would support the proposed upgrade and expansion of the Town's wastewater treatment plant. The Town is in the process of applying for grants and loans to upgrade its treatment facility. Currently, the Town has a lagoon system which does not meet water quality standards set forth by the Maryland Department of the Environment (MDE) for effluent specifically related to nitrogen and ammonium. The Town is proposing to upgrade the system to an enhanced nutrient removal standard.

In addition, there have been numerous discussions with property owners on the north end of Warfordsburg Road including the Lanco cheese facility. Recently, land north of the Town was annexed; the Town is also proposing to annex the area of the cheese facility. The proposed wastewater treatment facility expansion would be able to accommodate the effluent from the cheese factory as well as future development for the next 20 years.

Ms. Baker noted that the current Water & Sewerage Plan recognizes the need for the upgrade of the treatment facility; however, the expansion is not included in the current Plan. This amendment proposes language to acknowledge the upgrade to current standards as well as the expansion of service from 380,000 gallons per day to 530,000 gallons per day. The application was sent to MDE; their comments were received and have been addressed. Staff is recommending approval of the proposed amendment.

**Discussion and Comments:** Mr. Reeder asked if Washington County helps to fund any of these proposed changes. Ms. Baker explained that Washington County does not help fund these projects; this is a Town utility and therefore the Town's responsibility. The Town is currently seeking grants through the US Department of Agriculture and MDE.

Mr. Semler asked if there is Appalachian Regional Commission money available for this project. Ms. Baker stated she does not believe there would be at this time. She explained it is easier to find grant money for upgrades than for expansions because the State and Federal government do not want to fund growth.

#### **Public Comment**

There were no public comments received prior to the meeting and nobody was present to speak during the meeting.

The public meeting ended at 7:13 p.m.

#### **REGULAR MEETING**

#### **MINUTES**

**Motion and Vote:** Mr. Goetz made a motion to approve the minutes of the June 7, 2021 and June 14, 2021 Planning Commission meetings as presented. The motion was seconded by Mr. Semler and unanimously approved.

#### **OLD BUSINESS**

#### RZ-21-004 - Washington County Planning Commission - Recommendation

Ms. Baker reminded Commission members that a public information meeting was held on June 7, 2021 to consider a proposed text amendment to Section 4.26 of the Washington County Zoning Ordinance. The proposed amendment is to deter the placement of solar arrays on productive agricultural land in rural areas. The proposed amendment is being supported by the Washington County Farm Bureau; no other public comments have been received.

**Discussion and Comments:** Mr. Semler asked if this amendment includes language proposed by Calvert Energy LLC, the applicant for another solar energy text amendment. Ms. Baker clarified it does not include that language.

**Motion and Vote:** Mr. Semier made a motion to recommend approval of the proposed text amendment, as presented, to the Board of County Commissioners. The motion was seconded by Mr. Kline and unanimously approved with Commissioner Wagner abstaining from the vote.

### RZ-21-003 - Morris & Ritchie Associates - Recommendation

Ms. Baker noted that a public information meeting was held on June 14, 2021 for a major change request to the Black Rock PUD located on the north side of Mt. Aetna Road. The requested amendment to the existing development plan is to increase the overall number of residential units from 595 dwelling units to 1,148 dwelling units, thereby increasing the residential density from 2.7 dwelling units per acre to 5.2 dwelling units per acre. A petition in opposition of the proposed change was recently received by the Department of Planning & Zoning and was forwarded to the Planning Commission members.

Discussion and Comments: Mr. Kline stated that he is adamantly opposed to the proposed change. He agrees with the issues, concerns, and comments made by area residents during the public information meeting. His biggest concern is traffic-related issues on Mt. Aetna Road (a winding, hilly, narrow road) between White Hall Road and MD Route 66. Mr. Kline noted that the developer, during his presentation, stated that all these problems (including water issues, traffic issues, etc.) could be fixed; however, there were no solutions offered or anyone willing to take responsibility and pay for fixing these problems. He expressed his opinion that the developer would leave these problems for the County and City to fix at the expense of the taxpayer. Mr. Kline expressed his opinion that this is the wrong area to consider adding an additional 1,200 homes; he also does not support the 595 units that were previously approved by the Board of County Commissioners in 2005. He expressed his opinion that too much growth has already taken place in this area.

Mr. Reeder, Mr. Goetz and Mr. Semler are also opposed to this request and agreed with Mr. Kline's comments, especially those related to traffic issues and problems. Mr. Semler expressed his concern regarding the water problems in the area. He believes the water tower should be the first structure to be built to help alleviate some of the water issues.

Mr. Kline raised his concern regarding the validity of the PUD, which was a question raised several times during the public information meeting. Mr. Goetz expressed his opinion that the validity of the PUD is not being put before the Planning Commission. He believes that is an issue that needs to be decided by the courts.

**Motion and Vote:** Mr. Kline made a motion to recommend denial of the request [to change the plan from 595 dwelling units to 1,148 dwelling units] to the Board of County Commissioners. The motion was seconded by Mr. Semler. Members voted as follows: Mr. Kline – aye, Mr. Reeder – aye, Mr. Goetz – aye, Mr. Semler – aye, and Commissioner Wagner abstained from the vote.

#### **NEW BUSINESS**

#### **PRELIMINARY CONSULTATIONS**

#### PC-21-001 - Northpoint Dickinson

Mr. Holloway presented a preliminary consultation for the proposed construction of two warehouse/office buildings to be located at 16910 National Pike. The property is currently zoned PI (Planned Industrial). Building 1 will be 652,080 square feet in size and Building 2 will be 1 million square feet in size; both buildings will be 50' high. The site will be served by public water from the City of Hagerstown and public sewer will be provided by Washington County. Mr. Holloway stated that if this plan moves forward, the developer will be seeking a variance from parking requirements. Parking spaces required will be 1,102 spaces and parking spaces provided will be 1,002 spaces.

Mr. David Salinas of North Point Development, the developer, gave a brief presentation beginning with a history of the company and an overview of the developer's current project on Wesel Boulevard. He noted that the project on Wesel Boulevard is currently ahead of schedule and showed examples of the buildings being constructed. Mr. Salinas stated there is a potential tenant for one of the buildings on National Pike. This project would be an investment of over \$109 million dollars and the businesses would employ more than 920 full-time employees.

**Discussion and Comments:** Mr. Reeder asked if the developer has considered installing solar panels on the roofs of the buildings. Mr. Salinas stated that North Point has shifted to a sustainable approach both on new buildings as well as existing buildings. He noted that each tenant is unique and may have specific requirements for rooftop units or ventilation requirements. These requirements would be considered before placement of the solar panels.

#### **PRELIMINARY PLATS**

#### Elmwood Farms, Sections 4 and 5

Ms. Kelly presented a preliminary plat for Elmwood Farms, Sections 4 and 5, Lots 43-55, 124 and 134-189. The developer is proposing a 70 single-family residential lot addition to an existing subdivision located at 16301 Kendle Road. The property is currently zoned RS (Residential Suburban). A preliminary plat for these two sections was previously approved in 2004. The new plat is showing a redesign of the road layout, storm water management areas and forest conservation easement locations as well as fewer lots than originally approved. The total acreage for these two sections is 55.90 acres with lot sizes ranging from .29 acres to .54 acres. All lots will be served by public water and public sewer and will have access to newly constructed public streets. Forest conservation requirements will be met by planting 25.41 acres of forest on-site. A final easement plat for these areas has been submitted for approval. All agency approvals have been received.

Motion and Vote: Mr. Kline made a motion to approve the preliminary plat as presented. The motion was seconded by Mr. Semler and unanimously approved.

#### **FOREST CONSERVATION**

# GP-21-007 – 55 West Oak Ridge Drive Distribution Center

Mr. Allen presented a variance request for the removal of three specimen trees on property located at 55 West Oak Ridge Drive. The developer is requesting the removal of a Silver Maple tree approximately 38" in diameter at breast height (DBH) in good condition, a Red Oak approximately 30" DBH in good condition, and a split trunk White Ash (exceeding 40" at the base in poor condition. This is a two phase commercial/industrial development exceeding 1.8 million square feet leaving a very small area which will not be disturbed on the site. Justification for the removal of these trees was provided by a licensed professional, Mr. Clint Rock from Fox & Associates, Inc. He believes that due to the topography of the site, the most suitable entrance is the driveway to the existing house and barn. There is an active demolition permit for these structures to be removed. Mr. Rock stated that the location of the Red Oak is within a major internal intersection. The relocation of this intersection would require the removal of required parking spaces and landscaping. Any relocation of the parking would lead to more disturbance of on-site forest easements. There is currently no stormwater management on the site; however, the removal of these trees would provide for the development of stormwater management facilities.

**Motion and Vote:** Mr. Semler made a motion to approve the request as presented. The motion was seconded by Mr. Kline and unanimously approved.

#### **OTHER BUSINESS**

#### **Update of Staff Approvals**

Mr. Holloway presented the following information for the month of June for Plan Review – Land Use: 6 site plans, 4 site-specific grading plans, and 4 standard grading plans; Permitting: 10 entrance permits and 13 grading permits.

#### 2022-2031 Solid Waste Management & Recycling Plan

Ms. Baker reminded members that the Planning Commission previously reviewed the Solid Waste Management & Recycling Plan, which was subsequently submitted to MDE for review. The Plan was reviewed by MDE; comments were received and have been addressed by staff. If the Planning Commission finds the Plan consistent with the Comprehensive Plan, the next step is to take it to public hearing with the Board of County Commissioners.

**Motion and Vote:** Mr. Reeder made a motion that the 2022-2031 Solid Waste Management & Recycling Plan is consistent with the County's adopted Comprehensive Plan. The motion was seconded by Mr. Kline and unanimously approved with Commissioner Wagner abstaining from the vote.

### Comprehensive Plan Update

Ms. Baker presented the draft of Chapters 1 thru 4 for review and comment. These chapters include the goals and objectives of the Plan, accomplishments since the last update, background data, statistics and demographics. Final comments for these chapters will be taken on or before the August 2<sup>nd</sup> meeting.

#### Land Preservation, Parks & Recreation Plan Update

Ms. Baker explained that the Land Preservation, Parks & Recreation Plan update is due to be completed in FY 2022. Mr. Allen will be spearheading this project; he is the staff liaison to the Parks Advisory Board. There is currently a parks survey on-line for the public to complete. The information gathered from this survey will assist in developing and updating the Plan.

#### **UPCOMING MEETINGS**

1. Monday, August 2, 2021, 7:00 p.m. – Washington County Planning Commission regular meeting [This meeting will be held in person at the Washington County Administrative Complex, 100 W. Washington Street, Room 2000.]

#### **ADJOURNMENT**

Mr. Kline made a motion to adjourn the meeting at 8:15 p.m. The motion was seconded by Mr. Semler and so ordered by the Chairman.

Respectfully submitted,

Clint Wiley, Chairman

# WASHINGTON COUNTY PLANNING COMMISSION PUBLIC REZONING INFORMATION MEETING AND REGULAR MEETING June 7, 2021

Due to current social meeting restrictions put in place by the Governor of Maryland because of the COVID-19 pandemic, the Washington County Planning Commission held its public rezoning information meeting and regular monthly meeting on Monday, June 7, 2021 at 7:00 p.m. virtually using Zoom software. No physical meeting took place.

Planning Commission members present were: Clint Wiley, Robert Goetz, Denny Reeder, Jeff Semler, David Kline, Jeremiah Weddle and Ex-officio County Commissioner Randall Wagner. Staff members present were: Washington County Department of Planning & Zoning: Jill Baker, Director; Jennifer Kinzer, Deputy Director; Travis Allen, Comprehensive Planner; Meghan Jenkins, GIS Coordinator; Wyatt Stitely, Comprehensive Planner; and Debra Eckard, Administrative Assistant; Washington County Department of Plan Review & Permitting: Ashley Holloway, Director; Rebecca Calimer, Chief of Plan Review; Lisa Kelly, Senior Planner; and Scott Stotelmyer, Planner.

Also present were: Dave Trostle, Adam Hager and Brady Blair of Frederick, Seibert & Associates; Bill Ernstice and Jackson Gardner, Triad Engineering; and Gordon Poffenberger, Fox & Associates, Inc.

#### **CALL TO ORDER**

The Chairman called the public rezoning information meeting to order at 7:00 p.m.

### PUBLIC REZONING INFORMATION MEETING

#### RZ-21-004 – Washington County Planning Commission

#### Staff Presentation

Ms. Baker presented a proposed text amendment to Section 4.26 of the Washington County Zoning Ordinance. The amendment is being proposed due to concerns of the Planning Commission relating to commercial solar energy generating systems (SEGS) being placed on prime agricultural soils. Currently, SEGS are prohibited within targeted land preservation areas including Rural Legacy and Priority Preservation Areas. This amendment expands upon that regulation by requiring that applicants take into consideration the soils on the property; and, if there are Class 1 and/or Class 2 prime agricultural soils, to the extent practicable, avoid disturbance with such uses.

Ms. Baker noted that several public comments have been received including proposed language submitted by Calvert Energy LLC who is also currently requesting a proposed text amendment to Section 4.26 of the Zoning Ordinance. Comments were recently received from the Washington County Farm Bureau regarding the concept of solar energy and prohibiting them from being located on prime agricultural soils; these comments were not directly related to this proposed amendment.

#### **Public Comment**

No public comments were received during the meeting.

The public rezoning information meeting ended at 7:05 p.m.

#### **REGULAR MEETING**

#### **MINUTES**

**Motion and Vote:** Mr. Kline made a motion to approve the minutes of the May 3, 2021 Planning Commission public rezoning information meeting and regular meeting as presented. The motion was seconded by Mr. Semler and unanimously approved.

#### **OLD BUSINESS**

### RZ-21-001 - Calvert Energy LLC - Recommendation

#### **Staff Presentation**

Mr. Allen reminded members that a public rezoning information meeting was held on May 3, 2021 for a proposed text amendment to Section 4.26 of the Washington County Zoning Ordinance. The proposed amendment seeks to permit, as a special exception, Solar Energy Generating Systems (SEGS) on lands that fall both within the County's designated Priority Preservation Areas (PPA) and inside an Industrial Mineral

(IM) zoning district. This text amendment is narrowly tailored to be specific to the lands encompassed by the Boonsboro Quarry located on Benevola Church Road. Mr. Allen reiterated that the proposed amendment would not change any other regulations for SEGS within the PPAs or mining operations within the County. He stated that the solar array would be less than 2 megawatts and would encompass no more than 16 or 17 acres. No public comments have been received.

Discussion and Comment: Mr. Kline stated that he is opposed to creating a new rule that allows this use anywhere in the County. He believes that such requests should be considered on a case-by-case basis. Ms. Baker reiterated that this is an extremely isolated case in the County and staff believes it was a mapping error. The applicant cannot move forward with the SEGS without this amendment because a solar energy generating system less than 2 megawatts in size is outside the Public Service Commission's purview, and therefore, is subject to County to regulations. The Zoning Ordinance is very explicit that SEGS are not permitted in the PPAs.

Mr. Goetz noted that the portion of the property where the SEGS is proposed could be disturbed by the mining operation without any further approvals by the County. He believes the SEGS would create less disturbance than the mining operation, which would strip the land of its mineral resources. He pointed out that the solar arrays could be removed and the land put back into agricultural use in the future; however, once the land is stripped, the mineral resources are gone. Mr. Goetz expressed his opinion that mining operations have a more negative impact on surrounding properties and can be destructive to neighborhoods.

Mr. Semler stated that he researched the parcel that is being proposed for the SEGS and found that 66% of that parcel is Class 1 and/or Class 2 soils. He expressed his opinion that by approving this text amendment, the Commission would be violating its goal to preserve prime agricultural soils.

Mr. Weddle believes that the property was put in the PPA in order to preserve the land from development except for the mining operation. He expressed his opinion that this was not a mistake because the parcel lies within one of the County's best preservation areas.

Consensus: The Planning Commission recommends to the Board of County Commissioners that the proposed text amendment application be denied. [Mr. Kline, Mr. Weddle, Mr. Reeder and Mr. Semler voted against the amendment; Mr. Goetz voted in favor of the amendment; Commissioner Wagner abstained from the vote]

#### **NEW BUSINESS**

#### MODIFICATIONS

### OM-21-005 - Emerald Pointe PUD

Ms. Calimer introduced a modification request for Lot 242, Section 1, Phase 4 of the Emerald Pointe PUD. Mr. Poffenberger of Fox & Associates, Inc., the consultant, presented the modification request to reduce the front yard setback from 20 feet to 10.4 feet and 16.3 feet along the secondary frontage of this corner lot. He explained there was an error on the approved preliminary plat, which was provided to the developer to assist in the sale of duplexes that are 42 feet and 48 feet. Lot 242 has been sold to a buyer wishing to construct the larger duplex unit, which due to the platting error, will encroach into the front yard setback for the side street.

**Motion and Vote:** Mr. Kline made a motion to approve the modification as presented. The motion was seconded by Mr. Goetz and unanimously approved.

#### SITE PLANS

#### <u>SP-20-021 – BFS Foods</u>

Mr. Holloway presented for review and approval a site plan for the proposed construction of a service station with 6 petroleum gasoline pumps and 3 diesel pumps, a convenience store and restaurant, a detached fast-food restaurant with drive-thru, and 43 semi-truck parking spaces. The property is located at 436 East Main Street, Hancock and is currently zoned BG (Business General). Public water and sewer will be provided by the Town of Hancock. An administrative adjustment was granted on May 5, 2021 for a freestanding sign to be located 20 feet from the right-of-way. A large portion of the property is in the floodplain; however, no building construction will take place in the floodplain. The site is exempt from Forest Conservation requirements because there will not be an increase in the impervious surface. Approval from the State Highway Administration is pending; all other agency approvals have been received.

Mr. Jackson Gardner of BFS Foods was present at the meeting. He stated there will be 68 parking spaces provided for the convenience store and 48 spaces for the fast-food restaurant. Storm water management will be handled via a bio-retention pond.

**Motion and Vote:** Mr. Semler made a motion to grant staff the authority to approve the site plan contingent upon approval from the State Highway Administration. The motion was seconded by Mr. Reeder and unanimously approved.

#### SP-20-016 - Bowman Sunfish

Ms. Kelly presented for review and approval a site plan for the proposed construction of a 480,000 square foot warehouse that includes a 48,000 square foot office on a 55 acre parcel. The property is located at 12000 Greencastle Pike and is currently zoned HI (Highway Interchange). The site will be served by public water and public sewer. The hours of operation will be 24 hours per day, 7 days per week. There will be approximately 130 employees for the warehouse and 30 employees for the office. Solid waste will be collected in a roll-off trash compactor in the bay. The Board of Zoning Appeals granted a modification request in March 2021 for a reduction in the required number of parking spaces from 426 spaces to 275 spaces. Total trailer parking will be 199 spaces. Lighting will be pole and building mounted and signs will be building mounted. Landscaping will be provided in front of the building and along the border of the adjacent single-family home. Forest Conservation requirements will be met by on-site and off-site forest retention for a total of 22.24 acres. Approval from the Health Department is pending; all other agency approvals have been received.

**Motion and Vote:** Mr. Kline made a motion to grant staff the authority to approve the site plan contingent upon approval from the Health Department. The motion was seconded by Mr. Goetz and unanimously approved.

#### SP-21-002 - Bowman Showalter Warehouse

Ms. Kelly presented for review and approval a site plan for the proposed construction of an 801,000 square foot warehouse that includes a 48,000 square foot office on an 86 acre parcel. The property is located at 13850 Crayton Boulevard and is currently zoned HI (Highway Interchange). There will be two access points onto Crayton Boulevard. The site will be served by public water and public sewer. The hours of operation will be 24 hours per day, 7 days per week. There will be approximately 130 employees for the warehouse and 30 employees for the office. Solid waste will be collected in a roll-off trash compactor in the bay. Required parking is 640 spaces; 667 spaces will be provided. Total trailer parking will be 188 spaces. Lighting will be pole and building mounted; signage will be building mounted. Landscaping will be provided in front of the building and along the drive lanes. Forest Conservation requirements will be met by off-site forest retention for a total of 18 acres. Approvals are pending from the Health Department and the Engineering Department; all other agency approvals have been received.

**Motion and Vote:** Mr. Kline made a motion to grant staff the authority to approve the site plan contingent upon approval from the Health Department and the Engineering Department. The motion was seconded by Mr. Semler and unanimously approved.

#### <u>SP-21-004 – Bowman Ryder Trailer Parking</u>

Ms. Kelly presented for review and approval a site plan for the proposed construction of 109 tractor trailer parking spaces on 5.2 acres of land. The property is located along the west side of Governor Lane Boulevard and is currently zoned PI (Planned Industrial). There will be no employees. The trailer parking area will be used 7 days per week, 24 hours per day. There will be one paved access onto Governor Lane Boulevard; the trailer parking area will be gravel. There will be no lighting or signage. Forest Conservation requirements will be met by retaining forest off-site for a total of 1.80 acres. All agency approvals have been received.

**Motion and Vote:** Mr. Kline made a motion to approve the site plan as presented. The motion was seconded by Mr. Weddle and unanimously approved.

#### **FOREST CONSERVATION**

#### SP-20-016 - Bowman Sunfish

Mr. Allen presented for review and approval a proposed on-site and off-site Forest Conservation mitigation request and a variance for the removal of a specimen tree on property being developed at 12000 Greencastle Pike. The developer is proposing the retention of 8.76 acres of forest on-site and an

off-site forest easement of 12.10 acres on lands owned by Mr. Bowman on Exline Road. The developer also proposes the removal of a specimen tree on the westernmost portion of the property citing the 20 foot proposed change in elevation that would make it impossible to save the tree. Water qualify for the site will not be reduced due to the removal of this tree.

**Motion and Vote:** Mr. Semler made a motion to approve the on-site and off-site mitigation as proposed as well as the removal of the specimen tree. The motion was seconded by Mr. Weddle and unanimously approved.

#### SP-20-014 - Creekside Logistics

Mr. Allen presented for review and approval a variance request for the removal of a specimen tree on property located at 12524 Greencastle Pike. He noted that the Planning Commission previously approved the removal of six specimen trees on this property. The tree proposed for removal is in very poor condition and the location of the tree is just north of the outlet for the storm water management facility. Alternate locations for the storm water management facility would require the removal of several healthy trees instead of the removal of one tree that is in poor condition. Removal of this tree would not adversely affect water quality. The developer is proposing to establish 1.25 acres of palustrine wetlands and the restoration of 400 linear feet of riparian zone as well as 1 acre of pollinator habitat on site as a buffer replacement.

**Motion and Vote:** Mr. Reeder made a motion to approve the removal of the specimen tree as proposed. The motion was seconded by Mr. Semler and unanimously approved.

#### **OTHER BUSINESS**

#### SP-21-003 - Fix N' Go

Ms. Kelly presented a waiver request from Section 19.9(i) of the Washington County Zoning Ordinance which requires all new development in the HI (Highway Interchange) district to be served by public water and public sewer facilities. The developer is proposing a Fix 'N Go tractor trailer repair shop on the south side of Lappans Road east of the Western Maryland Railroad where there is no public water or public sewer. A private well and septic, which has been approved by the Health Department, will serve the site.

**Motion and Vote:** Mr. Kline made a motion to approve the request as presented. The motion was seconded by Mr. Semler and unanimously approved.

#### <u>SP-21-008 – Fix N' Go</u>

Ms. Calimer presented a waiver request from Section 19.9(i) of the Washington County Zoning Ordinance which requires all new development in the HI (Highway Interchange) district to be served by public water and public sewer facilities. The developer is proposing a Fix 'N Go tractor trailer repair shop on the south side of Bentwood Drive east of the CSX Railroad where there is no public water; however, public sewer facilities are available and will serve the site. A private well is proposed to serve the site.

**Motion and Vote:** Mr. Reeder made a motion to approve the request as presented. The motion was seconded by Mr. Goetz and unanimously approved.

### **Annual Report**

Ms. Baker presented the Annual Report which is required by the State of Maryland on an annual basis. This report is based on data and information retrieved from the County's Accela Automation system and covers calendar year 2020.

**Consensus:** By consensus, the Planning Commission gave its approval to submit the Annual Report, as presented, to Maryland Department of Planning.

### Staff Approvals

Mr. Holloway presented the following information for the month of May for Plan Review – Land Use: 2 site plans, 4 standard grading plans, 3 storm water standard plans, and 2 administrative zoning adjustments; for Permitting: 8 entrance permits, 6 grading permits and 2 flood plain permits.

#### **Comprehensive Plan Update**

Ms. Baker reported that staff has completed most of the chapters of the Comprehensive Plan and will be bringing those to the Planning Commission beginning in July. It is Staff's intent to have a complete draft document ready for public review and comment by the end of December or the beginning of January. A proposed schedule of meeting dates and chapters to be reviewed on each date was distributed to the Planning Commission prior to the meeting.

#### **UPCOMING MEETINGS**

- 1. Monday, June 14, 2021, 6:30 p.m. Washington County Planning Commission public information meeting
- 2. Monday, July 12, 2021, 7:00 p.m. Washington County Planning Commission public information meeting and regular meeting

Before the adjournment of the meeting, members discussed the July 12<sup>th</sup> regular meeting date. Because several members will not be available to attend, it was decided to re-schedule the regular meeting on July 19<sup>th</sup>.

#### **ADJOURNMENT**

Mr. Weddle made a motion to adjourn the meeting at 8:15 p.m. The motion was seconded by Mr. Semler and so ordered by the Chairman.

Respectfully submitted,

Clint Wiley, Chairman



# DEPARTMENT OF PLANNING & ZONING COMPREHENSIVE PLANNING | LAND PRESERVATION | FOREST CONSERVATION | GIS

July 23, 2021

RZ-21-004

# APPLICATION FOR TEXT AMENDMENT PLANNING COMMISSION RECOMMENDATION

#### RECOMMENDATION

On June 7, 2021, the Planning Commission held a public rezoning information meeting to consider a text amendment to Articles 4.26 of the Washington County Zoning Ordinance. The proposed amendment provides language to deter the placement of solar arrays on productive agricultural land in the rural area. Several written comments were received supporting the proposed text amendment.

The Washington County Planning Commission took action at its regular meeting held on Monday, July 19, 2021 to recommend approval of the proposed text amendment to the Board of County Commissioners for the following reason(s):

1. The amendment supports the goals and policies of the County land preservation program.

Copies of the application, the Staff Report and Analysis prepared by the Department of Planning & Zoning, written public comments, and minutes of the June 7, 2021 public information meeting and the July 19, 2021 regular meeting are attached.

Respectfully submitted,

Jill L. Baker, Director

Washington County Department of Planning

& Zoning

JLB/dse

Attachments



#### Agenda Report Form

#### **Open Session Item**

**SUBJECT:** Premium Pay Discussion – EMS and Fire First Responders

**PRESENTATION DATE:** August 31, 2021

**PRESENTATION BY:** John Martirano, County Administrator; Sara Greaves, Chief Financial Officer; R. David Hays, Director of Emergency Services

**REPORT-IN-BRIEF:** In continuing the Board of County Commissioners (BOCC) effort to provide pay enhancements for those who worked on-site or in the field during the COVID-19 pandemic ensuring continuity of operations for all aspects of government responsibilities, the BOCC has asked County staff to evaluate additional opportunities that could be considered. One specific area of interest and direction by the BOCC is in the fire and EMS first responder community.

**DISCUSSION:** During the period of March 7, 2020, and March 5, 2021, Washington County's first responder community (volunteer and career) were at the forefront of the COVID-19 pandemic; providing emergency medical care/transport, rescue and fire suppression services to all residents throughout the County.

In recognizing that not all "career" first responders are employees of the County, it is important to that recognition and consideration be given to this group by ensuring that similar pay enhancements are provided to these first responders as well. In doing so, consideration could be given to these first responders in a similar fashion as those recently approved for County employees; in much the same manner that health insurance costs were covered for the volunteer corporations' employees in previous budgets. If this path is chosen, the premium payment amounts and qualifying criteria that have been used for County employees would be used to calculate the premium pay to this group of first responders.

If the BOCC decides to proceed in this direction, it is recommended that the "maximum" COVID premium payment (any combination of corporation and/or County payments) to any one individual first responder would be \$5,500.00 for full-time, or \$4,125.00 for part-time employment; regardless of any dual role employment between County government and volunteer corporations.

**FISCAL IMPACT**: approximately \$600,000.00

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** None



#### Agenda Report Form

#### **Open Session Item**

SUBJECT: Revised Safety Committee By Laws

PRESENTATION DATE: August 31, 2021

**PRESENTATION BY**: Laurence "Larry" Etchison, Director of Human Resources & Brian Overcash, Safety Compliance / Training Coordinator

**RECOMMENDED MOTION:** To approve the revised, "Washington County Safety Committee By Laws" as presented

**REPORT-IN-BRIEF:** OSHA calculates an industry's or organization's safety performance using the Total Recordable Incident Rate (TRIR) formula. The TRIR formula is very straightforward:

TRIR = (Number of Recordable Safety Incidents X 200,000 Hours) / Total Number of Hours Worked in a Calendar Year. The 200,000 Hours represents the total number of hours 100 Employees would work in a year (100 workers x 40 hours x 50 weeks).

According to the U.S. Bureau of Labor Statistics, the average Local Government TRIR was 5.0 in 2019. Currently, our overall Washington County TRIR is 16.8. While the County's current TRIR is distressing, we believe that by building on the strong foundation of a revitalized/restructured Safety Committee, combined with other proactive safety activities, we will reduce our TRIR benefiting our Employees, Citizens and Taxpayers.

The attached revised "Washington County Safety Committee By Laws" provide the following enhancements:

- 1. Quarterly reporting to Board of County Commissioners on safety performance, activities, outcomes, successes, and challenges.
- 2. Director and Deputy Director of Human Resources active participation / guidance.
- 3. Enhanced focus on our three (3) highest TRIR departments (Highways, Sherriff, and Water Quality).

**FISCAL IMPACT:** Active, engaged Safety Committees are the catalysts for reduced safety accident / incidents which reduce vehicle and Workers' Compensation claims and their associated costs.

**CONCURRENCES:** Ms. Deborah Condo, Deputy Director of Human Resources, Ms. Tracy McCammon, Risk Management Administrator

**ALTERNATIVES:** Not Applicable

**ATTACHMENTS:** Washington County Safety Committee By Laws

**AUDIO/VISUAL NEEDS:** Not applicable



# Washington County Safety Committee By Laws

Bylaw One Name

The name of the Committee shall be the "Washington County Safety Committee" (the "Committee")

### Bylaw Two Principal Office

The principal office of the Committee shall be the Department of Human Resources, 100 W. Washington Street, Suite 2300, Human Resources and Safety, Hagerstown, Maryland 21740. The Committee will meet on or about 9:00 a.m. on the third Thursday of every other month at various locations throughout the County.

# Bylaw Three Membership

- A. The Committee shall consist of no less than seven (7) and no more than nine (9) volunteer Voting Member Employees who shall be appointed by department heads with the concurrence of the Committee Co-Chairs. (See Subparagraph C.) The appointment term is three (3) years with unlimited renewal. However, rotation of personnel may occur from time to time at the discretion of the department head with the concurrence of the Committee Co-Chairs. Appointment to the Committee does not relieve the employee from his/her normal job duties but adds responsibility for various safety functions.
- B. The expectations of the Safety Committee member will include (but are not limited to), walk-through safety inspections, departmental safety audits, facilitation of safety "Toolbox Talks", accident / incident investigations, safety reporting to the Committee and regular attendance of Safety Committee Meetings.
- C. The Committee will be composed of the following:
  - a. VOTING MEMBERS
    - i. Administration Building (All Departments Except Human Resources)



- ii. Construction / Engineering / Planning / Zoning
- iii. Environmental Management Solid Waste
- iv. Environmental Management Water Quality
- v. Public Works (All except Highways)
- vi. Public Works Highways
- vii. Regional Airport
- viii. Sheriff's Department
- ix. Deputy Director of Human Resources

#### b. NON-VOTING

- i. Director of Human Resources
- ii. Human Resources Office Associate (Recording of Minutes)
- iii. Risk Management Professional COMMITTEE CO-CHAIR
- iv. Safety Compliance / Training Professional COMMITTEE CO-CHAIR
- c. STANDING INVITED GUESTS (Attendance at their Convenience)
  - i. Commissioners
  - ii. County Administrator
  - iii. Union Business Representative(s)
  - iv. Vendor Loss Control Consultant
- D. Vacancies occurring on the Committee for any reason shall be filled by the department heads with the concurrence of the Committee Co-Chairs. Department heads shall have the authority to remove any member(s) of the Committee at their discretion. A vacancy shall occur in the Committee when a Member has two (2) consecutive unexcused absences per rolling twelve (12) month period.

# Bylaw Four Meetings

A. Bi-Monthly Meeting – bi-monthly, two (2) hour meetings will be held on the <u>third Thursday</u> of every other month or such other time and at a location determined by the Chair(s), unless otherwise ordered by the Committee. All meetings shall be subject to the Open Meetings Act. Notice of the meetings, issued by the Secretary, shall be sent to each member of the Committee at least three (3) weeks before the scheduled time of the meeting.



- B. Quarterly reporting to Board of County Commissioners on safety performance, activities, outcomes, successes, and challenges.
- C. Quorum A majority of the active members of the Committee, when present at any meeting, shall constitute a quorum, and in case there are fewer than this number present, the Chair(s) may adjourn for a time until a quorum is present.
- D. Order of Business the typical order of business at the Bi-monthly meetings shall be as follows:
  - 1. Call to order
  - 2. Review of minutes
  - 3. Review of accidents / incidents since prior meeting
  - 4. Safety incident rate review / trend analysis
  - 5. Ongoing Actions Progress Report (May include subcommittee reports)
  - 6. New Business Open Discussion
  - 7. Training Session / Field Tour
  - 8. Adjournment

The order of business may be altered or suspended at any meeting by a majority vote of the members present. The usual parliamentary rules as laid down in the latest edition of Robert's Rules of Order shall govern, when not in conflict with these bylaws.

E. Special Meetings - Special meetings of the Committee may be called at any time by the Co-Chair(s), written request of the majority of the active members, the County Administrator or the Board of County Commissioners. When possible, a one (1) week notice of any special meeting will be given to the members of the Committee, and the notice will state the purpose of the meeting.

# Bylaw Five Purpose and Objective

A. Purpose: The Committee shall assist management and all County employees in protecting the property, assets, and resources of the County and in maintaining a safe and healthy working environment.



#### B. Objectives:

- 1. To reduce safety accidents and incidents through the facilitation and promotion of proactive safety and risk management activities.
- 2. To develop, implement and maintain a behavior-based safety culture.
- 3. To review and monitor potential risks and hazards that may exist on job sites, including unsafe work practices, and make recommendations for their elimination or risk reduction.
- 4. Analyze and recommend effective action on principal accident causing conditions.
- 5. To encourage involvement and feedback from employees of all levels and County departments regarding issues, ideas and solutions related to the safety program.
- 6. To assist with the development of safety training modules for all County Departments.

#### Bylaw Six Officers

- A. Chairs the Risk Management Coordinator and Safety Compliance / Training Coordinator will serve as permanent Co-Chairs of the Committee.
- B. The Secretary will be appointed by the Risk Management Coordinator and Safety Compliance Coordinator.

#### Bylaw Seven Subcommittees

The Committee shall have the authority to appoint subcommittees to perform, among other things, accident review, research, analysis, safety inspections, or any other function the Committee determines necessary to support the Committee's purpose and objectives.

#### Bylaw Eight Amendments

These bylaws may be amended, repealed, or altered, in whole or in part, by a majority vote at any duly called meeting of the Committee, subject to the approval of the Board of County Commissioners of Washington County.



## Bylaw Nine Non-partnership

Nothing in these bylaws shall constitute members of the Committee as partners for any purpose.

Adopted: August 31, 2021

Revised:

Approved: BOCC Meeting dated August 31, 2021



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

#### Agenda Report Form

#### **Open Session Item**

**SUBJECT**: PR-40 Remote Work

PRESENTATION DATE: August 31, 2021

PRESENTATION BY: Laurence "Larry" Etchison, Director of Human Resources

**RECOMMENDED MOTION:** To approve a new policy entitled, "PR-40 Remote Work" permitting eligible Employees to work offsite at an alternate location for all or part of their workweek.

#### **REPORT-IN-BRIEF:**

The "PR-40 Remote Work" policy permits eligible Employees to work offsite at an alternate location for all or part of their workweek. Working remotely is not an entitlement and shall only be implemented when the needs of Washington County Government (hereafter referred to as "the County") are met. It is within the sole and absolute discretion of the County to determine which positions are suitable for remote work and which Employees within those positions are eligible for remote work based on numerous factors including, but not limited to, the Employee's attendance, work performance and work behavior.

**FISCAL IMPACT:** The short-term fiscal impact is negligible. However, while challenging to quantify, the middle to long term fiscal impact should be favorable.

**CONCURRENCES:** Mr. John Martirano, County Administrator

**ALTERNATIVES:** Not Applicable

**ATTACHMENTS:** PR-40 Remote Work Policy, Remote Work Request Form, and the Remote Work

Needs Assessment

**AUDIO/VISUAL NEEDS:** Not applicable



**POLICY TITLE:** Remote Work

POLICY NO.: PR-40

#### I. <u>PURPOSE</u>

The purpose of this Policy is to provide direction to Employees and their Supervisors on how to best promote an efficient and effective remote workplace process.

#### II. SCOPE

Working remotely permits eligible Employees to work offsite at an alternate location for all or part of their workweek. Working remotely is not an entitlement and shall only be implemented when the needs of Washington County Government (hereafter referred to as "the County") are met. It is within the sole and absolute discretion of the County to determine which positions are suitable for remote work and which Employees within those positions are eligible for remote work based on numerous factors including, but not limited to, the Employee's attendance, work performance and work behavior.

#### III. GENERAL POLICY

Remote work is a privilege for eligible County Employees, and not a right or expectation. Remote workplace arrangements are made on a case-by-case basis focusing on the needs of the County including, but not limited to, the integration into the County Continuity of Operations Plans, External and Internal Customer Service, and the operational effectiveness of the Employee. These arrangements are approved on an as-needed basis only with no expectation of ongoing continuance. The attached Washington County Remote Work Request Form and the Remote Work Needs Assessment Checklist shall be used to determine case-by-case Employee remote work viability. Bottom line, remote work for each Employee may be engaged or disengaged at any time by the County.

#### IV. POLICY ESSENTIALS

#### A. Definitions

- a) <u>Eligible Employee</u> An Employee within a position categorized by this policy as being suitable for remote work (as determined through the completion of the <u>Remote Work Needs Assessment Checklist</u>) who consistently demonstrates satisfactory attendance, work performance and work behavior.
- b) Onsite Work Location The Employee's usual and customary worksite.
- c) Remote Work Location A work site other than the Employee's onsite

PR-40 Remote Work Page 2 of 9

work location. The remote work location may include the Employee's home, or suitable alternative location.

#### **B.** Eligibility

- a) This remote work policy generally applies to full-time Employees. To maintain flexibility of operations, however, the availability of remote work may be expanded to additional job classifications at the discretion of the departmental leadership. Before entering any remote work arrangement, the Employee and the Employee's Supervisor, with the support of the Divisional Director, will evaluate the suitability of such an arrangement through review of the following areas:
  - i. <u>Adequate internet availability</u> Employee will have appropriate, self-funded remote work location internet connectivity to meet the needs of the position and to ensure completion of job responsibilities in the most effective manner.
  - ii. Employee suitability The Employee's Supervisor will assess the attendance, work performance and work behavior, knowledge, skills, and abilities of the Employee and compared to the those of effective and successful Employees who work remotely. These include, but are not limited to:
    - 1. Effective time management
    - 2. Prioritization of work to meet deliverable deadlines
    - 3. Accomplish job duties and responsibilities with minimal supervision
    - 4. Communicate effectively utilizing commor communication tools (phone, text, email, video, etc.).

#### C. Categorizing Remote Work Positions

- a) Suitable remote work positions include those that:
  - i. Do not require significant or ongoing face-to-face, in-person, internal or external customer interaction.
  - ii. Have clear work objectives.
  - iii. Do not require immediate feedback or live in-person supervision.
  - iv. Will not adversely affect the organization or departmental assignments or projects.
  - v. May benefit from reduced, ad hoc interruptions; especially when focusing on strategic or complex tasks.
- b) Examples of possible remote work positions may include (list is not all inclusive):
  - i. Accountant/Bookkeeper
  - ii. Administrative Assistant

PR-40 Remote Work Page 3 of 9

- iii. Attorney or Paralegal
- iv. Auditor or Financial Analyst
- v. Benefits Coordinator
- vi. Computer Programmer or Software Engineer
- vii. Contract Reviewer
- viii. Customer Service Representative
- ix. Data Entry Clerk
- x. Database Administrator
- xi. Planner
- xii. Policy Writer
- xiii. Project Manager
- xiv. Public Relations Professional
- xv. Researcher or Analyst
- c) Examples of positions that are not suitable for remote work (list is not all inclusive):
  - i. Face-to-face personal contact (e.g., Public Safety)
  - ii. Hands-on operation of equipment, vehicles, or other onsite materials (e.g., Highways, Water Quality Operators, Solid Waste Operators)
  - iii. Direct physical handling of secure materials
  - iv. Activities dependent on a physical presence (e.g., Security, Parks)
- d) Supervisors will use the <u>Remote Work Needs Assessment Checklist</u> to determine which positions may be eligible for remote work within their respective departments.

#### D. Work Schedule

- a) The Employee's Supervisor will determine the Employee's work schedule based on the needs of the County. The work schedule will include established "business hours" during which the Employee is expected to be fully accessible by telephone, virtual meetings, and/or email without unreasonable delay. Employees are expected to be fully engaged and working only on County deliverables during their established work schedule. Participating on a conference call while mowing your grass or entering data while streaming a video are just a couple of examples of not being fully engaged during an Employee's established work schedule. Engaging in child, parental, dependent, or pet care, volunteer service, side "gig" jobs, online shopping, brokerage, or gambling, or any other non-work related activity during an Employee's established work schedule is strictly prohibited.
- b) While the Employee should provide input, the Employee's Supervisor will determine the days and times when the Employee will work either at the onsite work location or remote workplace location. The schedule

PR-40 Remote Work Page 4 of 9

can parallel those in the onsite work location or be specific to the job responsibilities. The process of establishing work schedules should be sufficiently flexible to permit periodic adjustments, if required, to achieve an optimal schedule suiting the County's needs.

c) Employees will be expected to use available leave time when appropriate. Leave time requests and usage will continue to follow current policies and procedures.

#### E. Time Worked

- a) Unless specified in a Continuity of Operations Plan, the number of work hours per week are not expected to change while performing remote work. Employees who are classified as non-exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the County's time-keeping system. Hours worked in excess of those scheduled per day and per work week require the advance approval of the Employee's Supervisor. Failure to comply with this requirement will result in the immediate conclusion of the Employee's remote work approval.
- b) Supervisors must confirm the Employee's time and attendance to ensure that the Employee is paid only for work performed and that there is an accurate accounting of absences from scheduled work hours. The Supervisor must provide reasonable assurance that the Employee is working when scheduled. The Employee's work output (quality and quantity) as compared to the time spent will be determined by the Employee's Supervisor using a variety of methods including, but not limited to, the use of electronic monitoring software only during the Employees established work schedule.

#### F. Job Duties and Responsibilities

a) While the Employee should provide input, the Employee's Supervisor will review the position duties and responsibilities as outlined in the Job Description in addition to the equipment requirements, physical workspace, and Employee scheduling issues when making a remote work determination. In all cases, the Employee must be able to effectively perform all duties and responsibilities to be granted remote work.

#### **G.** Expectations and Performance

a) To ensure an appropriate level of communication between the Employee and the Employee's Supervisor, the Employee's Supervisor shall establish all relevant communication and reporting protocols with the Employee prior to the initiation of the Employee's remote work assignment. The Employee's Supervisor has sole discretion to implement the communication, reporting and onsite work location scheduling requirements. PR-40 Remote Work Page 5 of 9

b) Evaluation of Employee performance will include regular interaction by telephone, video conference, and/or e-mail between the Employee and the Employee's Supervisor. The Employee's Supervisor may schedule onsite work location meetings to discuss work progress and difficulties as warranted. The County may end an Employee's participation in the remote work program at any time without advanced notice if the Employee's performance declines or is detrimental to the County's needs.

c) Salary, job responsibilities, and benefits will not change because of a remote work authorization, except as they might have changed had an Employee remained at the onsite work location.

#### H. Guidance for Managing Employees Who Are Working Remotely

- a. Even while Employees are permitted to work remotely, Supervisors remain responsible for setting remote work expectations, holding Employees accountable for their work product and deadlines, and supporting their Employees within this alternative work environment. State and Federal guidelines relative to working remotely provide the following recommendations for Supervisors:
  - i. **Plan the work.** In any work situation, planning work is the first step to managing performance. Supervisors should clearly define what the Employee is to accomplish remotely. Planning for successful results requires Supervisors to first determine work goals and objectives, and then determine, with their Employees' input, assignments and expected work product and accomplishments.
  - ii. **Set expectations.** Not only do Employees need to know what they are supposed to do remotely, they need to know how well they are supposed to do it. Supervisors must communicate performance standards clearly. If Employees know what they are supposed to do, and how well they are supposed to do it, the Supervisor has set the stage for successful performance.
  - iii. **Monitor performance.** In a remote work situation, measuring Employee results rather than their activities is more efficient and effective. Quantity, quality, and timeliness are general measures for Supervisors to review. Good communication between Supervisors and Employees is essential for successfully completing work and is especially necessary in a remote workplace environment.

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iv. **Recognize performance.** Particularly in situations where Employees work off-site most of the time, Supervisors need to take additional actions so these Employees still feel they are connected to the County. Maintaining good communications is one important way to do this. Another way is to ensure that Supervisors recognize the good performance of the Employees. Supervisors should not let Employees feel as if their performance does not matter or that no one ever notices their achievements.

## I. Supervisor Support

a. A review of Employee work activities shall be completed on a frequent basis. Supervisors shall establish clear communication expectations for calls, virtual meetings, and emails. Clearly communicated responsibilities and deadlines for tasks and projects are required to avoid confusion. Supervisors shall be responsive to their Employees' needs to include checking in with Employees individually to discuss both what is working well and what challenges the Employee is experiencing. Supervisors shall utilize accountability tools provided by the County, in addition to the application of sound leadership principles, to monitor Employee progress and as an indication of when additional support or direction is required.

# J. Child/Parental/Dependent/Pet Care

a) Remote work is not meant to be a substitute for child, parental, dependent or pet care. Employees may not request (nor be granted) remote work with the intent of or for the sole purpose of meeting their child, parental, dependent, or pet care responsibilities while also attempting to performing official duties. While performing official duties, Employees are expected to arrange for child, parental, dependent, or pet care just as if they were working at their onsite work location.

## K. Equipment

- a) Based upon information supplied by the Employee and the Employee's Supervisor, the County will determine on a case-by-case basis the appropriate equipment needs (including hardware, software, phone, and other office equipment) for each remote work arrangement. The Information Technology Department will serve as resources in this matter.
- b) Equipment supplied by the County will be maintained by the County. Equipment supplied by the Employee, if deemed appropriate by the County, will be maintained by the Employee. The County accepts no responsibility for damage or repairs to Employee-owned equipment and will not reimburse the Employee for any unapproved purchases of remote workplace supplies including, but not limited to, costs associated

PR-40 Remote Work Page 7 of 9

with the setup of the Employee's home office such as internet access, remodeling, furnishings or lighting, and repairs or modifications to the home office space.

- c) The County reserves the sole and absolute right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the County is to be used for County business only. It is the responsibility of the Employee to notify IT of any repairs required to County owned equipment and to transport said equipment to the IT office at a time agreeable to both the Employee and IT. Upon the ending of employment or if remote work is discontinued for any reason, all County property will be immediately returned to the County.
- d) The County will supply the Employee with appropriate office supplies (pens, files, etc.) as deemed necessary. The Employee will establish an appropriate work environment within his or her home or alternative location for work purposes.

## L. Security

a) Consistent with the County's expectations of information security for Employees working at the onsite work location, Employees will be expected to ensure the protection of County, Customer, and Employee information accessible from their remote office. Confidentiality will continue to be expected just as in the onsite work location setting. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment to protect information.

## M. Safety

- a) Employees are expected to maintain their remote work location in a safe manner free from safety hazards. Injuries sustained by the Employee in a home or alternative office location and in conjunctions with the Employee's job responsibilities are normally covered by the County's workers' compensation policy. Employees are responsible for notifying the employer of such injuries as soon as practicable but no later than twenty-four (24) hours after the injury occurred. The Employee is liable for any injuries sustained by visitors to his or her home or alternative workplace.
- b) The County will be responsible for any work-related injuries under Maryland Workers Compensation laws, but this liability is limited to injuries resulting directly from work and only if the injury occurs in the designated remote work area. Any claims will be handled according to the normal procedure for Workers' Compensation claims. The Employee or someone acting on the Employee's behalf shall immediately notify the Employee's Supervisor of any accident or injury that occurs at the remote workplace. The Employee's Supervisor will

PR-40 Remote Work Page 8 of 9

follow the County's policies regarding the reporting of injuries for Employees injured while at work.

## N. Liability for Injuries

a) The Employee understands that they remain liable for injuries to third persons and/or members of the Employee's family on the Employee's premises. The Employee agrees to defend, indemnify and hold harmless the County, its elected Officials, its affiliates, Employees, contractors and agents from and against any and all claims, demands, or liability (including any related losses, costs, expenses, and attorney fees resulting from, or arising in connection with, any injury to persons (including death) or damage to property caused, either directly or indirectly, by the services provided herein by the Employee or the Employee's willful misconduct, negligent acts, or omissions in the performance of the Employee's duties and obligations under this agreement, except where such claims, demands, or liability arise solely from the gross negligence or willful misconduct of the County.

## O. Inclement Weather Remote Work

a) Employees requesting very limited duration inclement weather remote work must adhere to all aspects of this Policy, including the full completion of the <u>Washington County Remote Work Request Form</u>, the <u>Remote Work Needs Assessment Checklist</u>, and secure their Supervisor's approval BEFORE the inclement weather event.

## P. Government Mandated Remote Work

a) While this Policy should be used as a guide during any government mandated remote work period, the Policy does not supersede any government mandated remote work directives, orders, or requirements.

## **Q.** Policies and Procedures

a) Unless specifically noted within this Policy, all County policies and procedures apply to those Employees who are working remotely just as if they were working in their onsite work location.

#### R. Attachments

- a) Washington County Remote Work Request Form
- b) Remote Work Needs Assessment Checklist

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# **Policy Actions**

Action Taken	Approval Date	Effective Date
Adoption	TBD	TBD



# **Washington County Remote Work Request Form**

Employee Name			
Job Title			
Department			
Requested Start Date		Requested End	d Date
Remote Work Hours	From:		To:
Remote Work Days	Monday Tuesday Wednesday Thursday Friday	and on-site (ind	
Remote Location (Full Address)		1011 11	
Remote Phone Number		ty-owned Cell	ne Telephone Number Phone Number
Please answer the following questions as they relate to the remote work location listed above.	Y/N Adequate internet service to support remote work (the County does not provide internet service or reimbursement for internet service).  Y/N Adequate phone/cell service (can be a personal landline or cell phone service to be used for teleworking purposes (the County does not provide cell phones for telework or reimbursement for cellular phones).  Y/N A home office/designated work area within my home in which to complete my work.  Y/N The ability to complete and protect proprietary, sensitive, and confidential information related to work in my home office/designated work area to meet the County's expectations of information security while working remotely.  Y/N The ability to secure proprietary, sensitive, and confidential information during non-working hours in a secure work room/file cabinet/desk, etc. as needed.		
If answered "No" to the previous question, please provide additional clarification.			

working I can complete the		motely
following		
If answered "No" to		
the previous question,		
please provide		
additional clarification.		
Clarification.		
		ocation and agree to fully comply with the County's <u>PR-40</u> es. I acknowledge that this remote work arrangement can be
	at any time for any reason at the Co	
Employee Signature		Date
<b>APPROVED</b> □	<b>DENIED</b> $\Box$	
(Supervisor comple	etes and attaches <u>Remote Wo</u>	rk Needs Assessment)
(Supervisor compte	res and anaenes <u>remote 110</u>	THE TYCOUS PASSESSMENT /
Supervisor Signature		
Supervisor Signature		Date
Supervisor Signature		 Date
Supervisor Signature  APPROVED	DENIED	Date
		Date
APPROVED		
APPROVED		
APPROVED  Division Director Signat		
APPROVED  Division Director Signat  Cc: Employee		



# **Remote Work Needs Assessment Checklist**

As stated within the "Washington County Remote Work Policy", the Employee's Supervisor will use the following checklist to assist in determining an Employee's remote work eligibility.

Checklist Item	Employee's Leader Considerations	Yes/No	Comment
The Employee is, or can be, assigned	Employee's duties are primarily external		
duties which can be performed from a	Customer focused may not be able to		
remote location	remote work.		
The Employee has, or can be issued, a	Should discuss potential options with		
secured laptop.	Information Technology.		
The Employee can access all relevant	Should discuss potential options with		
systems and applications from home or	Information Technology.		
can be given VPN access and remote			
desktop (if necessary) for their work			
computer from home.			
The Employee does not need or can	If essential documents cannot be		
safely and securely take essential	physically removed, consider scanning		
documents from the workplace.	them to reduce the time required to be in		
	the office.		
The Employee's Supervisor can	Employee's Supervisor can maintain		
adequately supervise from a distance	contact with Employees through e-mail,		
(assign and review work, monitor	phone, conference call, or a form of video		
performance, etc.)	chat.		
The Employee has an adequate remote	Employee's Supervisor may request		
work area with minimal distractions	photographs of the remote work area		
The Employee has adequate internet	Information Technology can be contacted		
accessibility as outlined within County	to assist with this determination if		
policy	needed.		
The Employee prioritizes work to meet	Employee evaluations and Employee's		
deadlines	Supervisor observations should be		
	utilized to make this determination		
The Employee accomplishes job	Employee evaluations and Employee's		
responsibilities with minimal	Supervisor observations should be		
supervision	utilized to make this determination		
The Employee communicates effectively	Employee evaluations and Employee's		
utilizing common communication tools	Supervisor observations should be		
	utilized to make this determination		
The Employee manages time effectively	Employee evaluations and Employee's		
	Supervisor observations should be		
	utilized to make this determination		
The Employee consistently demonstrates	Employee evaluations and Employee's		
satisfactory attendance, work	Supervisor observations should be		
performance and work behavior	utilized to make this determination		

If all responses in the first column are "yes", the Employee should be able to work remotely. If any of the responses are "no", further assessment is required by the Supervisor and next level Manager.



## Board of County Commissioners of Washington County, Maryland

# Agenda Report Form

## Open Session Item

**SUBJECT**: Intent to Convey Real Property

PRESENTATION DATE: August 31, 2021

PRESENTATION BY: Todd Moser, Real Property Administrator, Division of Engineering

**RECOMMENDED MOTION:** Move to adopt the ordinance declaring properties located on Pennersville Road in Cascade, Maryland consisting of 10.5 acres described in the attached ordinance as surplus, and approve the conveyance of the same and authorize the execution of the necessary documentation to finalize the conveyance.

**REPORT-IN-BRIEF:** Notice of the County's intent to convey this property was duly advertised on August 9, August 16, and August 23. County staff is ready to transfer the property as described to the below stated buyer.

**DISCUSSION:** Upon review of County owned properties, the above was determined and approved by the Board to be surplus properties. The property has been listed on the open market for over two years. The Board has received the following offers.

Property Address/Identifier	Offer	Buyer
Pennersville Road/ Tax ID-	\$70,000.00	John Krumpotich
14017674		_

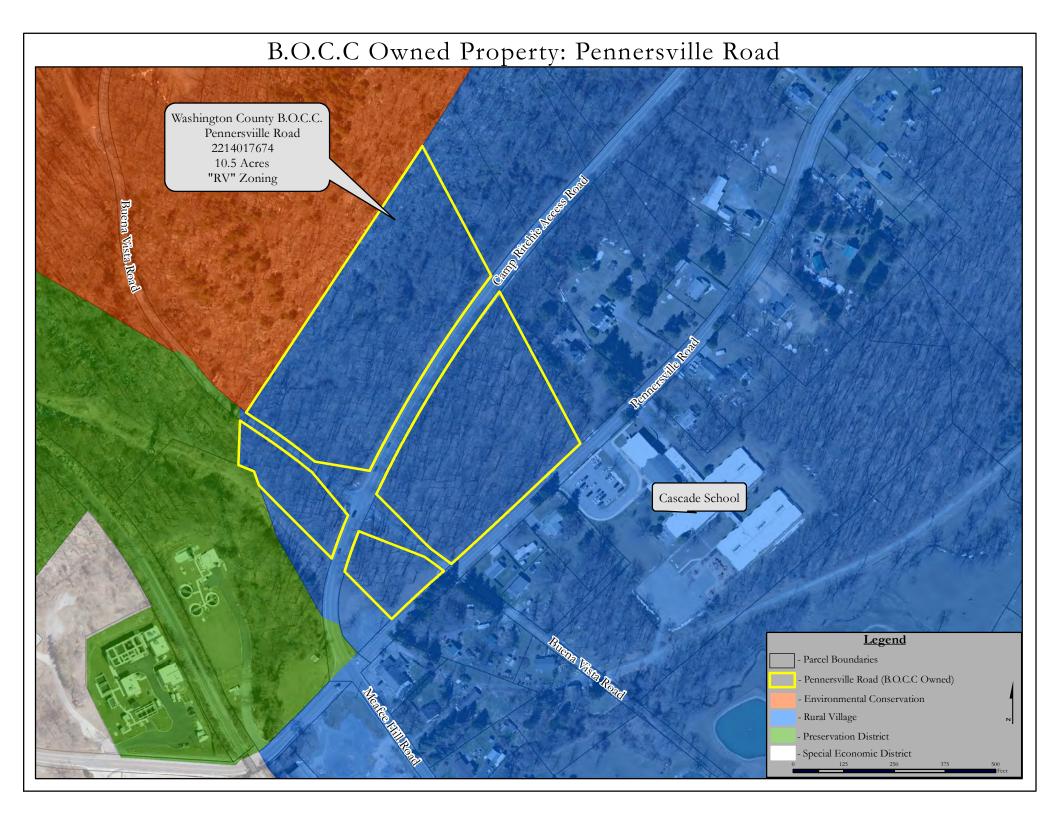
**FISCAL IMPACT:** Income from sale of property

**CONCURRENCES:** County Attorney (ordinance)

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Aerial Map, Ordinance

**AUDIO/VISUAL NEEDS:** Aerial Map



## ORDINANCE NO. ORD-2021-

# AN ORDINANCE TO DECLARE CERTAIN REAL PROPERTY AS SURPLUS PROPERTY AND TO APPROVE THE CONVEYANCE OF SAID REAL PROPERTY

BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland (the "County"), as follows:

- 1. It is hereby established and declared that the real property described on Exhibit A (the "Property") is no longer needed for a public purpose or a public use.
- 2. The County has determined that it is in the best interest of the citizens of Washington County to convey the Property and Notice of Intention of Washington County to Convey Real Property, referencing the Property, was duly advertised pursuant to Section 1-301, Code of the Public Local Laws of Washington County, Maryland, in *The Herald-Mail*, a daily newspaper of general circulation, on August 9, 16, and 23, 2021.
- 3. The County hereby ratifying an agreement of sale for conveyance of the Property to John Krumpotich, or his assigns, the County hereby authorizes and directs the President of the Board of County Commissioners of Washington County, Maryland, and the County Clerk to execute and attest, respectively, for and on behalf of the County, a deed conveying the Property to John Krumpotich, or his assigns, for the sum of Seventy Thousand Dollars (\$70,000.00), and the Real Property Administrator for Washington County is authorized to execute on behalf of the County any HUD-1 settlement statement and any other documents necessary to consummate the transaction.

ADOPTED this	day of, 2021.
ATTEST:	BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND
	BY:
Krista L. Hart, Clerk	Jeffrey A. Cline, President
Approved as to form and legal sufficiency:	
Kirk C. Downey	_
County Attorney	

## EXHIBIT A

All the following described parcels of land situate on either side of the proposed Fort Ritchie access road northward from its intersection with the Blue Mountain Road at Chocolate Park, District No. 14, Washington County, Maryland.

Parcel No. 1: BEING the portion northwest of the proposed Fort Ritchie access road, and beginning at the end of the first line of the deed from the Cascade Land and Improvement Company of Washington County, Maryland, to the Aaron Straus and Lillie Straus' Foundation, Inc. dated June 30, 1927, and recorded in Liber 177, folio 652, one of the Land Records of Washington County, and running thence South 8 degrees 23 minutes West 204.25 feet to the end of the seventh line of said deed, thence reversing said line South 45 degrees 11 minutes East 150 feet, thence reversing a portion of the sixth line of said deed South 40 degrees 40 minutes East 130.76 feet to the Northwest marginal line of the Right of Way of said proposed road, thence binding on said Right of Way by a curve to the right having a radius of 517.46 feet for a distance of 81.09 feet, the chord being North 18 degrees 19 minutes 47 seconds East 81.01 feet, to a point, thence by a curve to the right having a radius of 2904.79 feet for a distance of 41.4 feet, the chord being North 23 degrees 13 minutes 39 seconds East 41.40 feet to a point, thence North 44 degrees 32 minutes 37 seconds West 127.79 feet to a point, thence North 34 degrees 59 minutes 46 seconds East 22.51 feet to a point, thence South 70 degrees 04 minutes 44 seconds East 115.46 feet to a point, thence by a curve to the right having a radius of 2904.79 feet for a distance of 640.81 feet, the chord being North 31 degrees 28 minutes 32 seconds East 639.51 feet, to intersect the third line of the aforementioned deed, thence reversing a portion of it North 30 degrees 15 minutes West 339.39 feet to the end of the second line of said deed, thence reversing said line South 33 degrees 03 minutes West 735.78 feet to the place of beginning.

Parcel No. 2: BEING the portion southeast of the proposed Fort Ritchie access road, and beginning at a point in the East marginal line of the Right of Way of said proposed road, said point being at or near the end of 425.86 feet in the third line of the aforementioned deed to the Aaron Straus and Lillie Straus Foundation, Inc. dated June 30, 1927, and recorded in Liber 177, folio 652 of the Washington County Land Records, and running thence with the remainder of said line South 30 degrees 15 minutes East 362.65 feet to a concrete monument, thence South 45 degrees 15 minutes East 45 feet to the Northwest margin of the Blue Mountain Road, thence along the margin thereof South 47 degrees 01 minute West 708.16 feet to a point, thence leaving said road and running with a portion of the sixth line of said deed North 40 degrees 40 minutes West 123.32 feet to the Southeast marginal line of the Right of Way of said proposed road, thence binding on said Right of Way by a curve to the right having a radius of 437.46 feet for a distance of 128.74 feet, the chord being North 14 degrees 23 minutes 18 seconds East 128.28 feet to a point, thence by a curve to the right having a radius of 2824.79 feet for a distance of 25.47 feet, the chord being North 23 degrees 04 minutes 39 seconds East 25.47 feet to a point, thence South 66 degrees 39 minutes 51 seconds East 141.0 feet to a point, thence North 33 degrees 38 minutes 54 seconds East 22.81 feet to a point, thence North 45 degrees 15 minutes 52 seconds West 154.65 feet to a point, thence by a curve to the right having a radius of 2824.79 feet for a distance of 601.67 feet, the chord being North 31 degrees 02 minutes 16 seconds East 600.54 feet, to the place of beginning.

Both of the above-described parcels containing 10.5 acres of land, more or less.

BEING the same parcels conveyed from the Aaron Straus and Lillie Straus Foundation, Inc., to the Board of County Commissioners of Washington County, Maryland, by deed dated April 15, 1965, and recorded in Liber 423, folio 125 among the Land Records of Washington County, Maryland.