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BOARD OF COUNTY COMMISSIONERS

September 21, 2021

OPEN SESSION AGENDA

- 10:00 AM MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President Jeffrey A. Cline*
APPROVAL OF MINUTES: *September 14, 2021*
- 10:05AM COMMISSIONERS' REPORTS AND COMMENTS
- 10:15 AM STAFF COMMENTS
- 10:20 AM CITIZEN PARTICIPATION
- 10:25 AM BUDGET ADJUSTMENT FOR THE SOLID WASTE RADIO UPGRADES
David Mason, Deputy Director, Solid Waste
- 10:30 AM PUBLIC HEARING: APPLICATION FOR WATER AND SEWER PLAN AMENDMENT
WS-21-001
Jill Baker, Director, Division of Planning & Zoning
- 10:45 AM RETIREE PREMIUM PAY FOR COVID-19 – AMERICAN RESCUE PLAN ACT
Sara Greaves, CFO; Larry Etchison, Director, Human Resources; John Martirano, County Administrator
- 10:55 AM CLOSED SESSION (*To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; To consult with counsel to obtain legal advice on a legal matter; To consult with staff, consultants, or other individuals about pending or potential litigation; & To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter*)
- 12:00 PM RECONVENE IN OPEN SESSION - ADJOURNMENT

The Board of County Commissioners will be attending a tour of the new Board of Elections facility following the meeting.



Agenda Report Form

Open Session Item

SUBJECT: Budget Adjustment for the Solid Waste Radio Upgrades

PRESENTATION DATE: September 21, 2021

PRESENTATION BY: David A. Mason, P. E., Deputy Director – Department of Solid Waste

RECOMMENDED MOTION: Motion to approve the Budget Adjustment for the Department of Solid Waste Radio Upgrades

REPORT-IN-BRIEF: The County is currently upgrading the radios within Emergency Services and the Sheriff's Department. Solid Waste employees use the same radios daily; replacement radios are needed.

DISCUSSION: The Department of Solid Waste will replace a portion of the radios in the FY22 Budget year and will include:

(10) XL-150P Radios	\$26,215.00
(6) Extra Batteries	\$ 630.00
(1) 6 Bay Battery Charger	\$ 626.50
Total	\$27,471.50

The remaining Radios will be purchased in FY23 from the Operating Budget (13 radios, \$34,079.50).

All Pricing is based on the MWCOG contract #21-070

FISCAL IMPACT: The funds will be transferred from the Solid Waste Operating Reserves (505906-21-21010) to the Controllable Assets (599999-21-21020).

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Budget Adjustment Form

AUDIO/VISUAL NEEDS: N/A



Washington County, Maryland Budget Adjustment Form

Print Form

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

Transaction/Post -Finance	<input type="text"/>
Deputy Director - Finance	<input type="text"/>
Preparer, if applicable	<input type="text"/>

Department Head Authorization	<div>David A. Mason <small>Digitally signed by David A. Mason Date: 2021.07.19 11:54:44 -04'00'</small></div>
Division Director / Elected Official Authorization	<div>Mark D Bradshaw <small>Digitally signed by Mark D Bradshaw Date: 2021.07.20 07:47:32 -04'00'</small></div>
Budget & Finance Director Approval	<input type="text"/>
County Administrator Approval	<input type="text"/>
County Commissioners Approval	<input type="text"/>

Required approval with date	<input type="text" value="Jul 19, 2021"/>
If applicable with date	<input type="text" value="Jul 20, 2021"/>
Required approval with date	<input type="text"/>
Required approval with date	<input type="text"/>
Required > \$ 25,000 with date	<input type="text"/>

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
599999	21	21020				Controllable Assets	27,471.5
505906	21	21010				Operating Reserves	-27,471.5

Explain Budget Adjustment	<div>The Budget Transfer is to upgrade a portion of the radios at the Department of Solid Waste. The reminder of the radios will be upgraded in FY23.</div>
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Required Action by County Commissioners	<input type="radio"/> No Approval Required	<input type="radio"/> Approval Required	Approval Date if Known	<input type="text"/>
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Agenda Report Form

Open Session Item

SUBJECT: PUBLIC HEARING: Application for Water and Sewer Plan Amendment
WS-21-001

PRESENTATION DATE: September 21, 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 water and sewer plan amendment application. The Commissioners have the option to draw a consensus to either approve or deny the request after the public hearing closes or deliberate on the issue at a later date.

REPORT-IN-BRIEF: Application has been made by the Town of Hancock, Maryland to amend the Washington County Water and Sewerage Plan. The purpose of the amendment is to include language in the Plan to include a proposed expansion of the Town wastewater treatment facility. The Town is seeking to expand its treatment capacity from 380,000 gallons per day (gpd) to 530,000 gpd. The primary reason for this expansion is to accommodate development within newly annexed areas north of the existing Town limits. Recently the Town annexed several hundred acres of land along Warfordsburg Road. Included in the annexations was the Lanco-Pennland Quality Milk Producers (Lanco) cheese processing facility. According to Preliminary Engineering Report for the wastewater treatment facility, Lanco currently discharges wastewater from their manufacturing facility via surface water discharge and land application. With the expansion of the Town wastewater treatment facility, the Town intends to extend sewer service to Lanco. Accepting and treating the Lanco effluent as part of the proposed new ENR facility will improve overall stream quality.

DISCUSSION: In accordance with Maryland law, each County is required to prepare, adopt and maintain a Water and Sewerage Plan to demonstrate that safe and adequate facilities can and will be provided to support growth and development. Washington County, in cooperation with all other utility providers last adopted a Water and Sewerage Plan in 2011 that forecasted short- and long-term water and wastewater facility needs over a 10-year period. On occasion, amendments to the document may be necessary to update information regarding new water/sewerage facilities, changes in the type, size or capacity of existing facilities, changes in the priority classification for service, or changes to the boundaries of existing service areas.

FISCAL IMPACT: n/a

CONCURRENCES: Town of Hancock Mayor and Council

ALTERNATIVES:

ATTACHMENTS: Amendment application, Staff report, Planning Commission minutes, Planning Commission recommendation



FOR PLANNING COMMISSION USE ONLY

Rezoning No. WS-21-001

Date Filed: 5-20-2021

WASHINGTON COUNTY PLANNING COMMISSION
WATER & SEWER PLAN AMENDMENT APPLICATION

Town of Hancock, Maryland

Applicant

126 West High St, Hancock, MD 21750

Address

Joe Gilbert, Town Manager

Primary Contact

☐ Property Owner ☐ Contract Purchaser

☐ Attorney ☐ Consultant

☒ Other: Utility provider

301-678-5622

Phone Number

hancocktownmanager@gmail.com

E-mail Address

Property Location: _____

Tax Map: _____ Grid: _____ Parcel No.: _____ Acreage: _____

Tax Account ID: _____

Current Zoning: _____

Current Priority Service Area: _____

Proposed Priority Service Area: _____

Is this request a: ☒ Text Amendment ☐ Map Amendment ☐ Both

Joe Gilbert For
Applicant's Signature Joe Gilbert

Subscribed and sworn before me this _____ day of _____, 20____.

My commission expires on _____

Notary Public

FOR PLANNING COMMISSION USE ONLY

☐ Application Form

☐ Fee Worksheet

☐ Application Fee

☐ Ownership Verification

☐ Boundary Plat (Including Metes
& Bounds)

☐ Names and Addresses of all Adjoining
& Confronting Property Owners

☐ Vicinity Map

☐ Justification Statement

☐ 25 copies of complete Application
Package

WS-21-001 Town of Hancock, Maryland

Response to Appendix B Questions

1. Proposed type, capacity, size and location of facilities (new or proposed for use) and map.

Below are relevant sections describing the project from the Preliminary Engineering Report.

6.0 PROPOSED PROJECT (RECOMMENDED ALTERNATIVE)

The preceding sections described the various proposed alternatives to improve the Town of Hancock's wastewater treatment plant and collection system. The work has been divided into three separate projects. Each project is independent of the others, but when completed will provide the Town with an upgraded system. In the following paragraphs, each recommended project will be summarized.

6.1 PHASE I – WWTP AND NAPA PS

Phase I includes the Wastewater Treatment Plant upgrades and the NAPA Pump Station Alternative P 1A.

6.1.1 NAPA PUMP STATION REHABILITATION

This Alternative involves rehabilitating the NAPA Pump Station and utilizing it as the influent pump station to the WWTP. The recommended project does not include replacement of the effluent force main at this time. The rehabilitation at the NAPA Pump Station would consist of:

- *Repairing wet well with concrete and lining*
- *Replacing pumps, rails, piping, and all appurtenances*
- *Installing a safety grate on the wet well*
- *Addressing odor issues with chemical dosing*
- *Addressing aesthetic issues with the installation of decorative fencing and trees*
- *Updating the valve vault*
- *Lining the equalization vault*
- *Replacing the hatch and top of the wet well*
- *Modifying electrical and controls*

6.1.2 WASTEWATER TREATMENT PLANT

The selected Alternative for the ENR upgrade and expansion of the Hancock WWTP is the SBR system with sludge dewatering sized for a design capacity of 0.53 mgd and located at a new site uphill of the existing lagoons. This Alternative generally includes:

- *A new screening and grit removal facility housed indoors*

- *Offline flow equalization using the existing lagoon and a new pumping station*
- *New two-basin SBR and post equalization*
- *New continuous backwash denitrification filters*
- *New cascade post aeration*
- *New UV disinfection system*
- *New non-potable water system*
- *Flow metering*
- *New chemical storage and feed systems to include methanol, caustic, alum and sodium hypochlorite*
- *New sludge digestion including dual tanks*
- *New dewatering facilities*
- *New drain pumping station*
- *New plant influent force mains and gravity lines for plant effluent and flow equalization influent*
- *Site improvements*
- *Electrical service upgrade and a new generator*
- *New Control Building*

6.1.3 PHASE 2

Phase 2 includes Pump Station Rehabilitation for the remaining three pump stations, the I&I Study, Collection System Rehabilitation, and the Public Works Facility Building.

6.1.4 PUMP STATION REHABILITATION

The designated alternative for the pump station rehabilitation is Alternative P 2, Alternative P 3, and Alternative P 4. This choice involves rehabilitating the Subway Pump Station, Center Street Pump Station, and Pennsylvania Avenue Pump Station.

The rehabilitation at the Subway Pump Station would consist of:

- *Lining wet well*
- *Replacing pumps, rails, piping, and all appurtenances*
- *Installing a safety grate on the wet well*
- *Addressing odor issues with chemical dosing*
- *Addressing aesthetic issues with the installation of decorative fencing*

The rehabilitation at the Center Street Pump Station would consist of:

- *Lining wet well*
- *Replacing pumps, rails, piping, and all appurtenances*
- *Installing a safety grate on the wet well*
- *Addressing odor issues with chemical dosing*
- *Addressing aesthetic issues with the installation of decorative fencing*

The rehabilitation at the Pennsylvania Avenue Pump Station would consist of:

- *Lining wet well*
- *Replacing pumps, rails, piping, and all appurtenances*
- *Installing a safety grate on the wet well*
- *Addressing odor issues with chemical dosing*
- *Painting the force main and gravity lines in the vault*

6.1.5 INFLOW AND INFILTRATION

The designated alternative for the inflow and infiltration study is Alternative I&I 1. This option involves a comprehensive inflow and infiltration study of the Town's gravity sewer collection system. The inflow and infiltration study would consist of:

- *Flow monitoring multiple points throughout the system to determine areas with higher inflow and infiltration*
- *Detailed manhole inspections of all manholes in the system*
- *Smoke testing of all sewer lines in the system to find breaks in sewer lines, breaks in laterals, connected downspouts, and other sources of I&I*
- *CCTV of areas with suspected I&I*

6.1.6 COLLECTION SYSTEM REHABILITATION

The designated alternative for the collection system rehabilitation is Alternative R 1. This option involves the rehabilitation of the sewer collection system according to recommendations based on the findings of the inflow and infiltration study. This estimate is based on the rehabilitation of 50% of the sewer lines and 50% of the manholes within the system, which is an estimate based on RK&K's experience with previous inflow and infiltration studies and the known condition of the existing system. The recommendations consist of:

- *Lining of manholes and gravity sewer lines*
- *Replacement of manholes and gravity sewer lines*
- *Repair of manhole bench, invert, and wall*
- *Lining of manhole chimneys*
- *Replacement of manhole frame and cover*

6.1.7 PUBLIC WORKS FACILITY BUILDING

The designated alternative for the public works facility building is Alternative PWFB 1. This option involves construction of a new Public Works Facility Building at 259 Pennsylvania Avenue consisting of modifications to the existing garage and construction of an addition. including:

- *Office space*
- *Garage bays and storage*
- *Aggregate storage*
- *Sand and salt storage*

6.1.8 PHASE 3 – SEWER EXTENSION TO BUSINESS PARK

Phase 3 involves construction of the sewer extension to the business park outlined in Alternative E 1. This option involves:

- *Construction of a pump station*
- *Installation of a force main along the road from the proposed pump station to the existing system*

2. Name and location of development or service area (boundary, drainage area, acreage and map).

Existing service area + annexed areas. See map attached.

3. Number of people (existing in drainage or service area, density of development).

773 EDUs

4. Number of people to be served in drainage or service area by planned staged development.

773 existing EDUs + the Town intends to annex the property North of the current Town limits. This property may include Lanco, a 64-acre industrial park, and a 64-acre housing development. In addition, A truck stop, 100-bed hotel, 60-bed senior care facility, and car wash are anticipated to be built near Main Street in the near future.

5. Design, average and peak flows.

WWTP Design Criteria

	Town (MGD)	Lanco (MGD)	Total Combined (MGD)
Current ADF	0.300	~0.1	NA
Current Sanitary	0.181	NA	NA
Current I&I	0.119	NA	NA
Existing Design ADF	0.380	NA	NA
Expansion Design ADF	0.380	0.150	0.530
Expansion Peak Daily	1.070	0.150	1.340
Expansion Peak Hourly	1.430	0.150	1.698

6. Degree and type of treatment given.

SBR ENR Upgrade to existing lagoon treatment

7. Sludge disposal plans.

Sludge dewatering via screw press and sludge hauled away.

8. Transmission facilities (size of pipe).

Existing 8" gravity lines, 10" force main, 4" force mains.

9. Effluent disposal plans (spray irrigation, discharge to stream, etc.).

Discharge to Tonoloway Creek.

10. Classification of stream receiving discharge.

Category 3 water

11. Operation and maintenance costs.

\$2,400,000 for the 0.530 mgd SBR over 20 years

12. Proposed means of financing improvement.

Funding will come through a combination of Maryland Department of the Environment state grants and federal funding through the US Department of Agriculture Rural Development.

13. Description of ground and surface water resources within the service or development area, including the quantity and quality of these resources.

The Town of Hancock provides its own water service via wells. The proposed project will be outside the limits of the Town's WTP.

Moreover, there are no sole source aquifers in or near the Town of Hancock identified by the Environmental Protection Agency that might be impacted by temporary construction activities.

14. Sources of pollution or contamination of groundwater resources within the development or service area.

N/A

15. Source and amount of water to be withdrawn.

N/A

16. Relationship to Comprehensive Plan.

The Town of Hancock Comprehensive Plan includes an infrastructure element and a growth element. These infrastructure projects are in keeping with these elements of the Town Comprehensive Plan.

17. Relationship to Water and Sewer Plan.

Incorporating annexed areas into the Town's water and sewer.

18. Reason for change.

Incorporating annexed areas into the Town's water and sewer.

19. Alternatives and the rationale used in determining the means of providing water supply.

N/A

20. Rationale for selecting a particular design and alternatives for any proposed treatment facility, pumping station or interceptor.

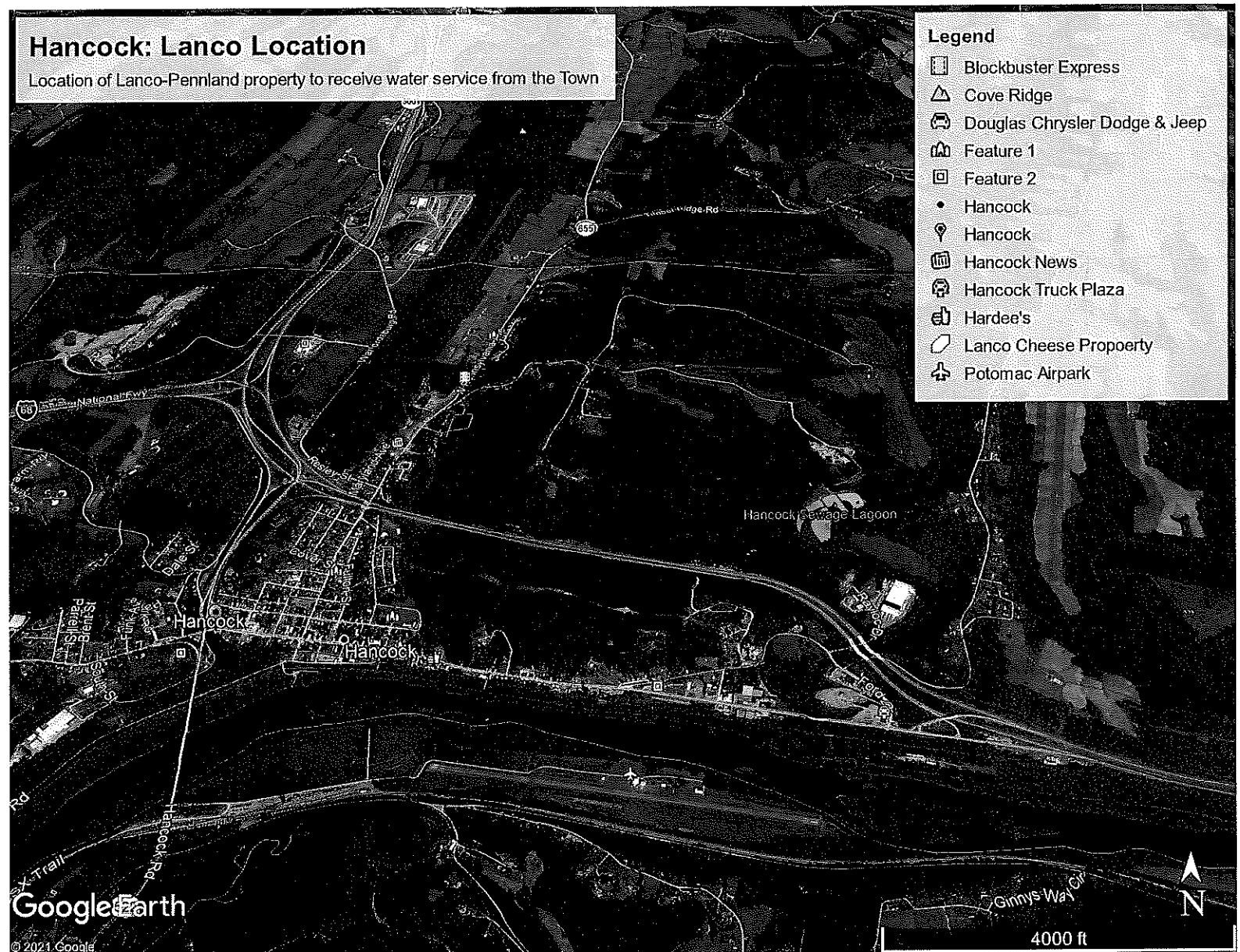
Most economical solution for meeting treatment requirements.

Hancock: Lanco Location

Location of Lanco-Pennland property to receive water service from the Town

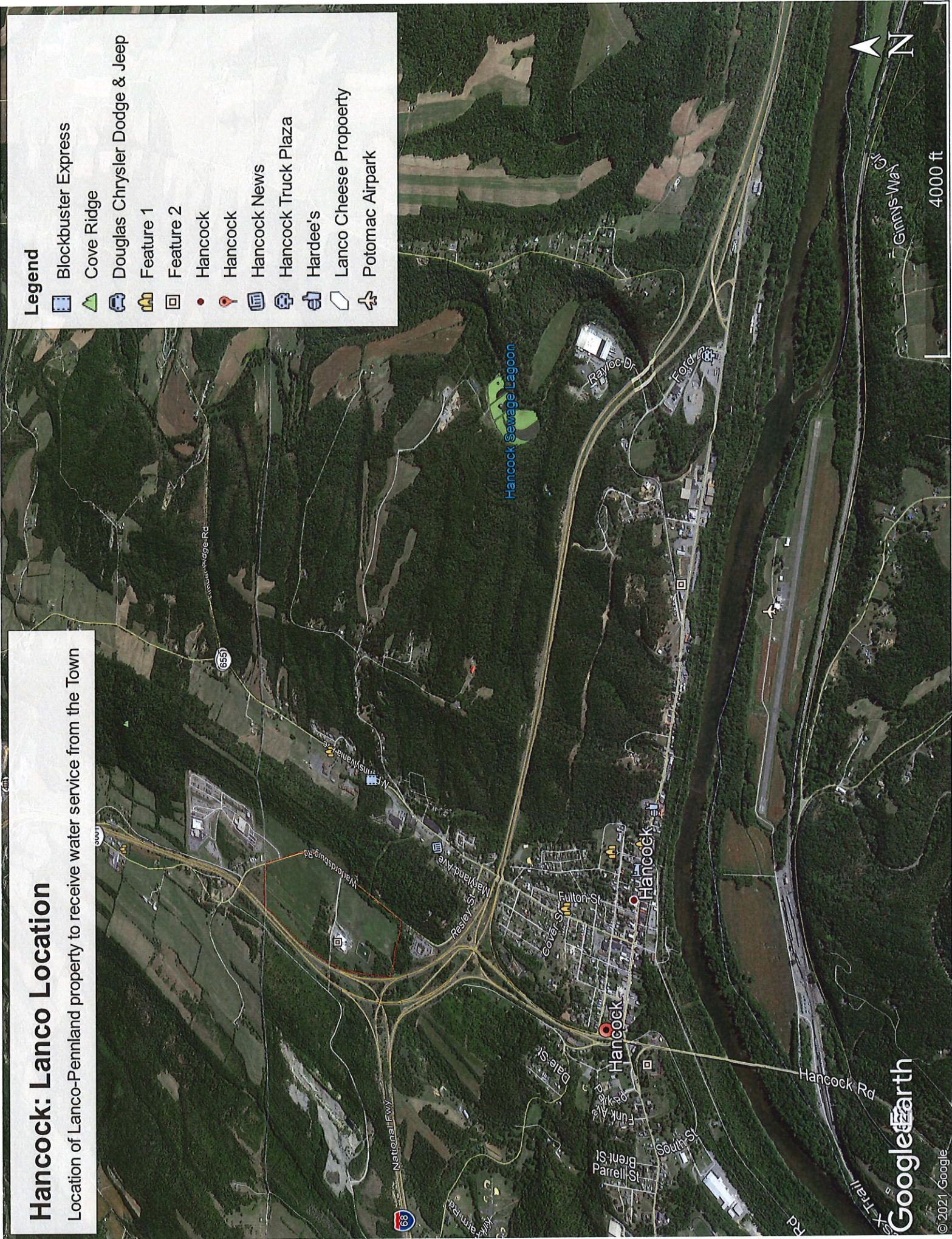
Legend

- Blockbuster Express
- Cove Ridge
- Douglas Chrysler Dodge & Jeep
- Feature 1
- Feature 2
- Hancock
- Hancock
- Hancock News
- Hancock Truck Plaza
- Hardee's
- Lanco Cheese Property
- Potomac Airpark



Hancock: Lanco Location

Location of Lanco-Pennland property to receive water service from the Town



WS-21-001 – Town of Hancock, Maryland
Proposed Text Amendments

J. HANCOCK

The Town of Hancock owns and operates a wastewater collection and treatment system which serves a population of about 1,926 people mostly located within the Town limits. The Town has a designated growth area according to the 2002 Comprehensive Plan for Washington County. Treatment is afforded by 12.8 acre aerated lagoon from which the treated effluent is discharged to the Tonoloway Creek. The lagoon has a maximum design capacity of 0.38 mgd and has an average daily flow of 0.24.

The Town is proposing to upgrade the wastewater treatment plant (WwTP) to a Sequencing Batch Reactor (SBR) system with sludge dewatering. The purpose of the upgrade is to supply Enhanced Nutrient Removal processes that will abate existing problems with the lagoon system. In addition to the upgrades for ENR the Town is proposing to expand the capacity of the treatment facility from a design capacity of 0.38 mgd to 0.53 mgd to provide service to new and existing commercial and industrial development along Warfordsburg Road. Sludge generated at this WwTP will be hauled away. Effluent will be discharged into the Tonoloway Creek.

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NOTES FOR TABLE NO. 11

- (1) RESPONSIBLE AGENCY, MUNICIPALITY, OR DEVELOPER – Responsibilities may include project initiation and management but not necessarily financing.
 - (2) SEWER SERVICE AREA – That area served, or potentially served, by a system of sanitary sewers connected to a treatment plant, or, in a very large system, sub-areas as delineated by the County.
 - (3) GRANTS ELIGIBLE – Dollar amounts indicate funds for which the project may be eligible from sources shown in parentheses. Source abbreviations represent agencies and programs as follows:
 - EPA – Environmental Protection Agency
 - MDE – Department of the Environment
 - EDA – Economic Development Administration
 - UDAG – Urban Development Action Grant
 - CDBG – Community Development Block Grant
 - FmHA – Farmers Home Administration
 - ARC – Appalachian Regional Commission
 - HUD – Housing and Urban Development Grant
 - SRL – State Revolving Loan Fund
 - USDA – United States Department of Agriculture
- |

The local cost for any project may be assumed to be the total cost estimate less any amount shown for grants eligible.

Table No. 11

IMMEDIATE FIVE AND TEN YEAR PRIORITIES FOR SEWERAGE DEVELOPMENT

Responsible Agency, Municipality or Developer (1)	Service Area (2)	Project Description	Total Cost Estimate	Grants Eligible (4)	Completion Schedule		
					Planning	Design	Construction
Town of Hancock	Hancock	Sewerage Treatment Plant	\$2,900,000	N/A			

Upgrade and expansion of
WwTP

\$20,000,000

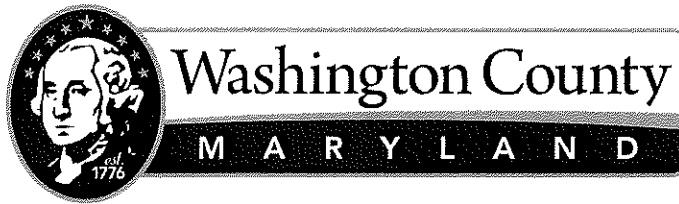
MDE/USDA

2019

2021

2023

Contingent upon Funding



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

July 16, 2021

Case #: WS-21-001

Application for Text Amendment
Washington County Water and Sewerage Plan

Staff Report and Analysis

Introduction

In accordance with Maryland law, each County is required to prepare, adopt and maintain a Water and Sewerage Plan to demonstrate that safe and adequate facilities can and will be provided to support growth and development. Washington County, in cooperation with all other utility providers last adopted a Water and Sewerage Plan in 2011 that forecasted short and long term water and wastewater facility needs over a 10 year period. On occasion, amendments to the document may be necessary to update information regarding new water/sewerage facilities, changes in the type, size or capacity of existing facilities, changes in the priority classification for service, or changes to the boundaries of existing service areas. In this specific case the applicant, the Town of Hancock, is requesting to amend sections of the Plan to reflect plans being made by the Town to expand their wastewater treatment plant.

Background

Currently, the Town owns and operates a 12.8-acre aerated lagoon system for their wastewater treatment. The lagoon system treats the wastewater and discharges effluent into the Tonoloway Creek east of the Town. The maximum design capacity of the current system can treat up to 380,000 gallons per day (gpd). Currently, the average daily flow through the treatment facility is about 300,000 gpd. The Town is seeking to replace the existing facility to meet State and Federal water quality standards and to expand the capacity of the treatment facility to 530,000 gpd.

Analysis

As the State continues to implement stricter standards of water quality, the current lagoon system operated by the Town has failed to meet both nitrogen and ammonia limits in the treated effluent. These failures have resulted in multiple violations, fines, and an existing consent order from the Maryland Department of the Environment. Multiple studies have been completed by the Town to determine the appropriate alternative for long term wastewater management. The most recent engineering report completed by the Town consultant RK&K has concluded that the recommended alternative is to replace the existing lagoon system with an Enhanced Nutrient Removal (ENR)

treatment facility. This upgrade has already been anticipated in the current Water and Sewer Plan and included in a list of sewerage development priorities (Table 11).

The purpose of this amendment request is to include a proposed expansion of the Town wastewater treatment facility. The Town is seeking to expand its treatment capacity from 380,000 gpd to 530,000 gpd. The primary reason for this expansion is to accommodate development within newly annexed areas north of the existing Town limits. Recently the Town annexed several hundred acres of land along Warfordsburg Road. Included in the annexations was the Lanco-Pennland Quality Milk Producers (Lanco) cheese processing facility. According to Preliminary Engineering Report for the wastewater treatment facility, Lanco currently discharges wastewater from their manufacturing facility via surface water discharge and land application. With the expansion of the Town wastewater treatment facility, the Town intends to extend sewer service to Lanco. Accepting and treating the Lanco effluent as part of the proposed new ENR facility will improve overall stream quality.


In accordance with Appendix B of the County Water and Sewerage Plan, amendments to the Plan require certain points of data to be included in the application that justify the proposed changes. A copy of the required data along with the Town of Hancock responses are attached to this report as Applicant Exhibit A.

Staff Recommendation

Staff recommends approval of this amendment by the Town based on the following findings:

1. The requested amendment is consistent with the goals and policies of the adopted Comprehensive Plan for Town of Hancock.
2. The proposal to upgrade and expand the wastewater treatment facility is based upon a documented public health issue and does not seek to exploit the opportunity for development outside of the anticipated growth scenarios.
3. The requested amendment is consistent with the goals and policies of the adopted Water and Sewerage Plan for the County.

Respectfully Submitted,


Jill Baker, AICP
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 Stotemyer, 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 Shaoof 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. Semler 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 2nd 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.

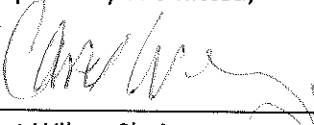
UPCOMING MEETINGS

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

DRAFT Washington County WS-21-01 Amendment
MDE Comments
06/25/21

DISCLAIMER: Below are MDE's Comments on the DRAFT Washington County WS-21-01 Amendment, additional comments may be sent under a separate cover.

- MDE had the following comments on the amendment:
 - Responses to Appendix B Question 1:
 - For Rehabilitating the Subway Pump Station, Center Street Pump Station, and Pennsylvania Avenue Pump Station, will the capacity of any of these pump stations increase? If so, is there an approximate value available?
 - Responses to Appendix B Question 4: Number of people to be served in drainage or service area by planned staged development.
 - Is there an approximate flow or EDUs for the annex the property North of the current Town limits which may include Lanco, a 64-acre industrial park, and a 64-acre housing development? In addition, a truck stop, 100-bed hotel, 60-bed senior care facility, and car wash are anticipated to be built near Main Street in the near future.
 - MDE's Water supply had the following comment: Are there any other provisions to address the contaminated wells other than the planned public sewer system?
- MDP had the following comments on the amendment (Please also see the attached MDP letter):
 - MDP found the amendment WS-21-001 to be generally consistent with the 2010 Hancock Comprehensive Plan. Page 2-11 of the Plan notes that the future needs of Hancock will include "Hancock WWTP system rehabilitation and improvements".
 - MDP also notes that the proposed Warfordsburg Road Annexation area is included in the plan, but the Comprehensive plan does not indicate exactly how much additional capacity is needed to serve the area. The town should consider revisiting and potentially amending its comprehensive plan to specify when, and by how much, new and infill development may necessitate increased capacity in its water and sewer facilities.



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

August 9, 2021

WS-21-001

**APPLICATION FOR AMENDMENT TO THE
WASHINGTON COUNTY WATER AND SEWERAGE PLAN**

PLANNING COMMISSION RECOMMENDATION

The Town of Hancock has requested a text amendment to the Washington County Water & Sewerage Plan. The Town is proposing to upgrade the wastewater treatment plant (WwTP) to a Sequencing Batch Reactor (SBR) system with sludge dewatering. The purpose of the upgrade is to supply Enhanced Nutrient Removal processed that will abate existing problems with the lagoon system. In addition to the upgrades for ENR, the Town is proposing to expand the capacity of the treatment facility from a design capacity of 0.38 mgd to 0.53 mgd to provide service to new and existing commercial and industrial development along Warfordsburg Road. Sludge generated at this WwTP will be hauled away. Effluent will be discharged into the Tonoloway Creek.

The Washington County Planning Commission held a public input meeting on Monday, July 19, 2021 at 7:00 p.m. to consider the proposed amendment application. No written public comments were received and no citizens were present to speak during the meeting. On Monday, August 2, 2021, the Planning Commission took action at its regular meeting to recommend, to the Board of County Commissioners, approval of the amendment as presented.

A copy of the application packet, Staff Report & Analysis, comments from the Maryland Department of the Environment, and minutes of the Planning Commission's meetings are attached.

Sincerely,

Jill L. Baker, AICP,
Director, Washington County Department
of Planning & Zoning

JLB/dse



Agenda Report Form

Open Session Item

SUBJECT: Retiree Premium Pay for COVID-19 – American Rescue Plan Act

PRESENTATION DATE: September 21, 2021

PRESENTATION BY: Sara Greaves, Chief Financial Officer; Larry Etchison, Director Human Resources; John Martirano, County Administrator

RECOMMENDED MOTION: To approve premium pay for Retirees in the same manner as current Employees.

REPORT-IN-BRIEF: The American Rescue Plan Act allows governments who provided essential services during the pandemic to provide premium pay to workers. As stated in the interim final rule, workers may not receive premium pay for work performed in a telework capacity.

The previous motion for premium pay approval was limited to current Employees. This motion will extend premium pay to Retirees. Those who retired after March 7, 2020 and worked on-site during the approved period of March 7, 2020 and March 5, 2021 may be eligible.

The purpose of the premium pay is to compensate those Employees who faced heightened exposure and risk of COVID-19 by leaving their residence to perform their job duties. The chart below provides the levels of payment based on hours worked on-site.

Work Performed	Average Equivalent hours	% of Pay	\$5,500
100% on-site work	40 hours per week	100%	5,500
75%-99.99% on-site work	30-39.99 hours per week	75%	4,125
50%-74.99% on-site work	20-29.99 hours per week	50%	2,750
25%-49.99% on-site work	10-19.99 hours per week	25%	1,375
10%-24.99% on-site work	4.0-9.99 hours per week	10%	550
0%-9.99% on-site work	0-3.99 hours per week	0%	0

Premium pay is taxable. Most Retirees will not receive their check through the payroll process since they are retired (exception for individuals currently employed as part-time at the county). They will receive a check in the mail with the allowable payment. All Retirees not currently employed will receive a 1099 by January 31, 2022 for inclusion in their tax return.

The same certification form used for current Employees will be required for Retirees. Any forms and instructions for the premium pay will be sent to Retirees from Human Resources (HR) by Friday, September 24, 2021. The forms will be required to be submitted back to HR by October 15th. Checks will be processed after required information is received for each individual. This provision is for Retirees only. Former Employee who discontinued employment with the County (voluntarily or involuntarily) during the period, other than Retirees, are not eligible for premium pay.

FISCAL IMPACT: American Rescue Plan Funding - not to exceed \$137,500

CONCURRENCES: Not applicable