



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

September 28, 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 21, 2021*
- 10:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 10:10 AM STAFF COMMENTS
- 10:15 AM CITIZEN PARTICIPATION
- 10:20 AM CHARACTER COUNTS! REQUEST FOR FUNDING
Carolyn Brooks, Director, Character Counts!
- 10:25 AM PROCLAMATION: CHARACTER COUNTS! MONTH
Board of County Commissioners of Washington County
- 10:35 AM EMERGENCY RENTAL ASSISTANCE PROGRAM – STATUS UPDATE
Rachel Souders, Senior Grant Manager, Office of Grant Management; George Newman III, President and CEO, Washington County Community Action Council
- 10:45 AM BUDGET AMENDMENT – HAGERSTOWN/EASTERN PANHANDLE METROPOLITAN PLANNING ORGANIZATION (HEPMPO) GRANT ALLOCATION
Matt Mullenax, Executive Director, HEPMPO; Jill Baker, Director, Department of Planning & Zoning
- 10:55 AM INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-21-0068): 2022 POLICE INTERCEPTOR UTILITY VEHICLES, WASHINGTON COUNTY SHERIFF'S OFFICE
Rick Curry, Director, Purchasing; Sgt. Alan Matheny, Fleet Logistics & Commercial Vehicle Enforcement Supervisor, Sheriff's Office
- 11:00 AM SOLE SOURCE AWARD (PUR-1521): PURCHASE AND INSTALLATION OF TERMINAL ACCESS CONTROL SYSTEM, HAGERSTOWN REGIONAL AIRPORT
Rick Curry, Director, Purchasing; Rick Johnson, Director, Hagerstown Regional Airport
- 11:05 AM CONTRACT RENEWAL (PUR-1441): TRANSFER STATIONS AT FORTY WEST LANDFILL
Brandi Naugle, Buyer, Purchasing Department; Dave Mason, Deputy Director, Department of Solid Waste
- 11:10 AM APPALACHIAN REGIONAL COMMISSION GRANT AWARD ACCEPTANCE-ANTIETAM WATER TRAIL
Andrew Eshleman, Director of Public Works; Susan Buchanan, Director, Office of Grant Management

- 11:15 AM **RESTRUCTURE PROPOSAL- THE DEPARTMENT OF PLAN REVIEW AND PERMITTING**
John Martirano, County Administrator; Larry Etchison, Director of Human Resources
- 11:20 AM **CLOSED SESSION** *(To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; To consider the acquisition of real property for a public purpose and matters directly related thereto; To consult with counsel to obtain legal advice on a legal matter; To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter; & To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State).*
- 12:10 PM **RECONVENE IN OPEN SESSION – ADJOURNMENT**



Open Session Item

SUBJECT: Character Counts! Funding Request and October 2021 Proclamation

PRESENTATION DATE: September 28, 2021

PRESENTATION BY: Carolyn Brooks, Director, Character Counts!

RECOMMENDED MOTION: Move to approve \$3,000 in funding for direct expenses associated with the year-end event (Elementary Youth Celebration) from the Commissioners Contingency Fund.

PROCLAMATION:

WHEREAS, young people will be the stewards of our communities, nation and world in critical times, and the present and future well-being of our society requires an involved, caring citizenry with good character, and;

WHEREAS, concerns about the character training of children has taken on a new sense of urgency as violence by and against youth threatens the physical and psychological well-being of the nation, and;

WHEREAS, more than ever, children need strong constructive guidance from their families and their communities, including schools, youth organizations, religious institutions and civic groups, and;

WHEREAS, the character of a nation is only as strong as the character of its individual citizens, and the community benefits when young people learn that good character counts in personal relationships, in schools and in the workplace, and;

WHEREAS, character development is first and foremost, an obligation of families, through efforts by faith communities, schools, and youth, civic and human service organizations also play an important role in supporting family efforts by fostering and promoting good character. Every adult has the responsibility to promote the development of good character.

NOW THEREFORE, we the Board of County Commissioners of Washington County, Maryland, do hereby recognize October 2021 as "CHARACTER COUNTS! Month" and encourage our citizens, schools, business and government to support Washington County's "CHARACTER COUNTS!" program.



Agenda Report Form

Open Session Item

SUBJECT: Emergency Rental Assistance Program – Status Update

PRESENTATION DATE: September 28, 2021

PRESENTATION BY: Rachel Souders, Senior Grant Manager, Office of Grant Management; and George Newman III, President and CEO, Washington County Community Action Council

RECOMMENDED MOTION: N/A – informational purposes only

REPORT-IN-BRIEF: In May of this year, Washington County was awarded \$9,441,971 from the Department of Housing and Community Development in order to ensure housing stability for families and individuals at risk of and currently experiencing homelessness due to the Covid-19 pandemic. The Washington County Community Action Council (“WCCAC”) is serving as sub-recipient of the grant and submits monthly reports to the Office of Grant Management, documenting specific data on the disbursement of the funds. Mr. Newman would like to update the Commissioners on the progress the WCCAC has made in assisting the residents of Washington County.

DISCUSSION: George Newman III will provide a brief status update and answer any questions the Commissioners may have.

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: None

AUDIO/VISUAL NEEDS: None



Open Session Item

SUBJECT: Budget Amendment – Hagerstown Eastern/Panhandle Metropolitan Planning Organization (HEPMPO) Grant Allocation

PRESENTATION DATE: September 28, 2021

PRESENTATION BY: Matt Mullenax, Executive Director, HEPMPPO; Jill Baker, Director, Department of Planning and Zoning

RECOMMENDED MOTION: Move to approve the budget amendment in the amount of \$70,000 with the condition that local match funds used to support the grant will come from existing fund reserves of Fund 29.

REPORT-IN-BRIEF: The HEPMPPO has requested State funding agencies to increase the FY 2022 allocation amounts by \$70,000 (\$33,600 Maryland/\$36,400 West Virginia). The reason for this increase is to “carryover” unspent funds from FY 2021 related to consulting services being used to develop the Long-Range Transportation Plan (LRP) Update. The LRP update is a two-year project that spans FY 2021 and FY 2022. Unforeseen delays in contract start dates and COVID related staffing issues cause the consultant to underspend the year 1 estimated contract amount. Rather than reduce the contract amount and lose certain necessary deliverables, the MPO has gained approval from the State funding agencies to request an increase in FY 2022 allocation amounts to complete this project.

DISCUSSION: Each year the Federal Highway Administration and Federal Transit Administration provide funding to all 50 states including the States of Maryland and West Virginia for the purpose of conducting planning activities for transportation related issues. The respective States each then filter money to regional authorities known as Metropolitan Planning Organizations (MPO's) to carry out planning activities in accordance with federal regulations. Washington County acts as the cognizant agency for the Hagerstown/Eastern Panhandle MPO. These funds are provided for planning related activities only and may not be used for engineering or construction costs associated with transportation projects. Funding is provided at an 80/10/10 (80% Federal, 10% State, 10% Local) cost sharing ratio for both Maryland and West Virginia.

FISCAL IMPACT: This grant does have a local match requirement of 10% of State allocated funds. The increase of \$33,600 in Maryland funding will require a local match of \$3,360. The HEPMPPO currently has a positive fund reserve balance that can cover this cost to have a net zero impact on the FY 2022 County budget.

CONCURRENCES: Hagerstown/Eastern Panhandle MPO Interstate Council, Department of Budget and Finance

ALTERNATIVES:

ATTACHMENTS: Budget Amendment 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.

Department Head Authorization

Jill Baker

Digitally signed by Jill Baker
Date: 2021.09.13 16:01:28 -04'00'

Division Director / Elected Official Authorization

Matt Mullenax

Digitally signed by Matt Mullenax
Date: 2021.09.14 08:04:31 -04'00'

Budget & Finance Director Approval

County Administrator Approval

County Commissioners Approval

Transaction/Post -Finance

Deputy Director - Finance

Preparer, if applicable

Required approval with date

If applicable with date

Required approval with date

Required approval with date

Required > \$ 25,000 with date

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
490000	29	29010				Miscellaneous Revenue	3,640
490090	29	29010				Fund Balance Reserve	3,360
495100	29	29010				Federal Grants	56,000
495110	29	29010				State Grants	7,000
515130	29	29010				Consulting Services	70,000

Explain Budget Adjustment
HEPMPO has received approval from its State and Federal funding partners to a request to increase the FY2022 budget. The reason for the requested increase is pay for expenditures related to consulting fees for the update of the Long Range Transportation Plan (LRTP). The LRTP is a two contract for services. The consultant under spent estimated year 1 (FY 2021) funds due to delays in notice to proceed and COVID related staffing issues. The under spent

Required Action by County Commissioners

No Approval Required

Approval Required

Approval Date if Known



Agenda Report Form

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-21-0068) - 2022 Police Interceptor Utility Vehicles for Washington County Sheriff's Office

PRESENTATION DATE: September 28, 2021

PRESENTATION BY: Rick Curry, CPPO, Director of Purchasing Department and SGT. Alan Matheny, Fleet Logistics and Commercial Vehicle Enforcement Supervisor

RECOMMENDED MOTION: Move to authorize by Resolution, Washington County Sheriff's Office to purchase three (3) 2022 Ford Police Interceptor Utility vehicles from Hertrich Fleet Services, Inc. Milford, DE; at a cost of \$33,412 each for the total amount of \$100,236 and to utilize another jurisdiction's contract (#001B1600353) that was awarded by the State of Maryland Department of General Services Office of Procurement and Logistics statewide contract.

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 party to the original contract. The State of Maryland Department of General Services Office of Procurement and Logistics took the lead in soliciting the resulting agreement. If the Board of County Commissioners determines that participation by Washington County would result in cost benefits or administrative efficiencies, it could approve the purchase of this service in accordance with the Public Local Laws referenced above by resolving that participation would result in cost benefits or in administrative efficiencies.

The County will benefit with direct cost savings in the purchase of this service because of the economies of scale this buying group leveraged. I am confident that any bid received as a result of an independent County solicitation would exceed the spend savings that the State of Maryland's bid provides through this agreement. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting and evaluating a bid. This savings/cost avoidance would, I believe, be significant.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the Washington County Sheriff's Office Capital Improvement Plan (CIP) account 600300-30-11310-VEH006-VHCL

CONCURRENCES: N/A

ALTERNATIVES:

1. Process a formal bid and the County could possibly incur a higher cost for the purchase, or
2. Do not award the purchase of vehicles.

ATTACHMENTS: Hertrich Fleet Services, Inc. dated July 30, 2021

HERTRICH FLEET SERVICES, INC

1427 Bay Road Milford, DE 19963

Ford - Chevrolet - Dodge - Jeep
Lincoln - Honda - Buick - GMC - Toyota - Nissan

(800) 698-9825

(302) 422-3300

Fax: (302) 839-0555

July 30, 2021

Washington County Sheriff's Office
500 Western Maryland Parkway
Hagerstown, MD 21740

Alan Matheny,

We are pleased to provide a quote for a 2021 Ford Police Interceptor Utility, K8A, priced per MD BPO # 001B1600353 and equipped as follows: 3.3L V6 TI-VCT Engine, 10 Speed Automatic Transmission, Rear Door Locks / Windows In-operable, Courtesy Lamp Disable, Driver **Configurable** Daytime Running Lights, Rear View Camera Display in Rear View Mirror.

✓	Code	Description	Amount
	Vehicle	2021 Ford Police Interceptor Utility AWD ; 3.3L V6 DI Engine	\$32,387
	YZ/96	Oxford White Exterior Paint & Ebony Cloth Front Buckets & Rear Vinyl Bench	NC
	500A	All Standard Equipment per PEP 500A	NC
	BLT	Bluetooth Connectivity	NC
	153	Front License Plate Bracket	NC
	55F	Remote Keyless Entry	NC
	51R	Drivers Side LED Spotlight	NC
	18D	Global Unlock	NC
	19V	Rear Camera On-Demand – allows driver to enable rear camera on-demand (10-second timer) – without putting vehicle in Reverse – Stealth Mode	\$230
	52P	Hidden Door-Lock Plunger w/Rear-door controls inoperable (locks, handles and windows – Includes 68G	\$235
	76R	Reverse Sensing	\$275
	549	Mirrors – Heated Sideview	\$60
	60R	Noise Suppression Bonds (Ground Straps)	\$100
	43D	Dark Car Feature	\$25
	17T	Cargo Area Dome Lamp – Red / White	\$50
	59D	Keyed Alike	\$50
		Total for vehicles	\$33,412
		Total for 3 vehicles	\$100,236

HERTRICH FLEET SERVICES, INC

1427 Bay Road Milford, DE 19963

Ford - Chevrolet - Dodge - Jeep
Lincoln - Honda - Buick - GMC - Toyota - Nissan

(800) 698-9825

(302) 422-3300

Fax: (302) 839-0555

Please contact me with any questions, changes or to place an order.

Respectfully Submitted,

Jim Blecki



Agenda Report Form

Open Session Item

SUBJECT: Sole Source Award (PUR-1521) - Purchase and Installation of Terminal Access Control System

PRESENTATION DATE: September 28, 2021

PRESENTATION BY: Rick Curry, CPPO, Director of Purchasing and Rick Johnson, Director of Hagerstown Regional Airport (HGR)

RECOMMENDED MOTION: Move to authorize a Sole Source Procurement for the purchase and installation of a Terminal Access Control System for HGR in the amount of \$60,000 from Skyline Technology Solutions of Glen Burnie, MD based on its quote dated July 22, 2021.

REPORT-IN-BRIEF: The Terminal Access Control project consists of the installation of security equipment, including security cameras and networked PIN pad and swipe access readers to various doors in the terminal to ensure compliance with TSA security directives requiring Access Control Systems. HGR wishes to apply Sections 1-106.2(a)(1) & (2) of the Code of Local Public Laws of Washington County, Maryland, to the procurement requested. These sections state that a sole source procurement is authorized and permissible when: (1) Only one source exists that meets the County's requirements and (2) The compatibility of equipment, accessories, or replacement parts is the paramount consideration.

DISCUSSION: N/A

FISCAL IMPACT: Funding is available in HGR's FY 22 CIP account to cover the purchase and installation of the system. Funding breakdown as follows: MAA \$45,000 (75% funding level) and local \$15,000 (25% funding level).

CONCURRENCES: N/A

ALTERNATIVES: (1) Not approve the purchase, or (2) send all evidence to the Maryland State Police (MSP) lab and loose court cases because MSP cannot process the evidence in time for trial.

ATTACHMENTS: Skyline Technologies, Inc. dated

AUDIO/VISUAL NEEDS: N/A



Richard A. Henson Field

Commercial & Commuter Air Service | Aviation Maintenance | Airside Services

July 22, 2021

Mr. Ashish J. Solanki, Director
Office of Regional Aviation Assistance
Maryland Aviation Administration
P.O. Box 8766
BWI Airport, Maryland 21240-0766

Reference: Terminal Access Control System Construction Project
Hagerstown Regional Airport – Richard A. Henson Field
Hagerstown, Maryland

Dear Mr. Solanki:

The purpose of this letter is to request funding assistance from the Maryland Aviation Administration for the purchase and installation of necessary equipment to complete the Terminal Access Control and Security System upgrades that were not able to be funded as part of a recent FAA modernization project, due to some changes in TSA security requirements that were not in place when the design of the terminal was being undertaken at the Hagerstown Regional Airport. This project is a necessary and vital in enhancing the operational safety and security of the airport terminal and its associated ramp area as mandated by TSA and FAA regulations.

As outlined in the Project Narrative (Exhibit A), the benefits of this project will serve to ensure compliance with state and federally required security mandates as directed by TSA regulations covered under Sensitive Security information Security Directives.

The deliverables for this project include:

- The replacement and Installation of certain cameras and access control keypads and their integration into the current system.

A copy of the Budget Estimates (Exhibit B) is included with this letter. In it you will find a breakdown of the items to be purchased and projected budget cost for this project. This budget estimate is contingent on final approval of the grant and confirming there are no changes in supplies due to materials availability.

Photos from online sources are also included (Exhibit C), to illustrate what the equipment looks like. Photos were gathered from random manufacturers websites, to serve as illustrative purposes only.

For the Security System upgrades, Washington County has a standing contract with Skyline, which removed the requirements for seeking additional quotes. Skyline has been working on previous security upgrades related to the VPMS project and is familiar with the system as it stands now, and what will be needed to complete the upgrades to the system.

The project schedule is set to begin upon receipt of the grant. Skyline is aware of the need for completion prior to the May 31th, 2022 budget year, and it has been established that the orders should be able to be fulfilled prior to that date.

The project has been submitted to the State Clearinghouse for their approval. A copy of their approval letter is included in Exhibit D.

There is no FAA WADO coordination needed for ALP and Environmental determination since all work is within the terminal building.

The work area of the project is going to be focused within the terminal building. A map of the proposed access control locations is being included in Exhibit E.

There are no compatible land use issues with this project, as all work is happening within airport property. Washington County and Hagerstown Regional airport have zoning requirements in place to protect and ensure compatible land-use for the protection of the airport from tall structures and incompatible land-uses.

Permitting for the access control system installation has been requested, and the Low-Voltage and Line Voltage permits will need to be obtained by the Master Electrician licensed in Washington County upon Notice to Proceed being issued (NTP), and a copy of requirement email is attached in Exhibit F.

The total project cost is projected to be \$60,000 total. Of that amount, we are seeking MAA funding at the 75% level, totaling \$45,000.00 and Washington County will fund the 25% remaining balance of \$15,000.00. These costs will cover the purchase and installation of the new equipment, as detailed above and in the proposals provided.

Hagerstown Regional Airport has budgeted for the grant project in the airport's FY 2022 CIP budget, and will be able to meet the required funding to cover the project costs.

We appreciate your continued commitment and assistance on these important projects at Hagerstown Regional Airport. If you have any questions or need any additional information, please feel free to contact me at 240-313-2777.

Sincerely,

A handwritten signature in black ink, appearing to read 'RJ Johnson', with a long horizontal flourish extending to the right.

Rick Johnson, C.M.
Airport Director

List of Exhibits:

- A) Project Narrative
- B) Scope of work Summary - Skyline
- C) Letter of Approval – State Clearinghouse
- D) Description of Work Areas – Map as Separate attachment
- E) Photos of Equipment
- F) Washington County Permit email

Exhibit A:

Hagerstown Regional Airport – Richard A. Henson Field

A grant proposal for the following individual projects:

Installation of Terminal Access Control System Modifications

Project Narrative

Summary of Goals:

This grant proposal seeks to conduct purchasing and training of various access control equipment for the Hagerstown Regional Airport Terminal.

Scope of Work:

The Terminal Access Control project consists of the installation of networked PIN pad and swipe access readers to various doors in the terminal, to ensure compliance with the TSA Security Directives requiring Access Control Systems.

Total Project Cost Breakdown:

Estimate Costs	Quoted price
Doors 9 and 10	\$ 13,274.13
Doors 11 and 12	\$ 7,908.99
Doors 13 to 20	\$ 37,054.92
Contingency	\$ 1,761.96
Estimate Total	\$60,000.00
<i>MAA Share (75%)</i>	\$ 45,000.00
<i>Local Share (25%)</i>	\$ 15,000.00

Exhibit B

Scope of Work Summary for the project

Access Control System Summary



July 22, 2021

Eugene Bolanowski
Operations / Security Manager
Hagerstown Regional Airport
18434 Showalter Rd, Hagerstown, MD 21742

Hello Gene,

Skyline is pleased to provide proposals (15053, 14785 and 14786 – attached separately) for access control at Hagerstown Regional Airport.

Skyline's proposals follow the CCPN contract Reference RFP: 49-F-1-18/19 of guaranteed labor rates and discounts off MSRP.

Skyline's proposals include the following:

Adding access control to Doors 9,10, 11, 13, 14, 15, 16, 17, 18, 19, and 20
Provide, Install, Terminate and Test (11) access control cable to all doors (11) access control cable and (11) reader cable to all doors Install (11) Access Control enclosure with (11) 2-door controller (1) 2-door expansion board in IT Room 131
Install (11) door strike, (11) keypad reader, (11) REX and (11) door contact
Install (11) new mortise lock and reverse door operation
Pricing for Genetec Advantage License: Price includes Genetec Advantage until 05/31/2022

Assumptions:

- 1) All work will be performed during normal business hours of 7am - 5pm.
- 2) Access to free and clear workspace will be granted by the customer.

Network Cable:

- 1) All cable pathway is accessible.
- 2) If required for access patching of drywall, this will be performed by others.
- 3) If required for access, all core holes will be provided by others.
- 4) Low-voltage boxes, string, and conduit will be provided by others.
- 5) Exterior wiremold or surface mount raceway are excluded from proposal except when stated in the Scope of Work.

Access Control:

- 1) IF system is tied into a burglar alarm system, Skyline will leave and identify a Normally Closed circuit for Alarm contractor use.
- 2) All doors will be tested with customer at time of project completion.
- 3) Skyline will have remote access before, during, and after installation.



Provided by Hagerstown Regional Airport:

- A) (1) dedicated 110VAC Quad Receptacle will be provided at Access Control Enclosure for Equipment Power.
- B) 8'x 4' fire-rated plywood mounted at the Access Control Enclosure.
- C) Skyline will provide a separate Customer Requirements Form (CRF) following proposal acceptance, detailing items needed prior to equipment being ordered and/or work being scheduled. Specific items may include, but are not limited to, IP address information, power equipment, switch/patch panel ports, etc.

Training

- A) Training is not included on this proposal.

Standard Practices

- A) All Category Cable and/or Fiber will be tested with an approved testing device in compliance with Industry testing procedures.
- B) This design and installation will comply with all federal, state, county, and municipal codes and regulations, the National Electric Code (NEC), National Fire Protection Assn. (NFPA), ANSI/EIA/TIA - 568A & 569 for building telecommunication wiring and pathway.
- C) All cable, outlets, termination panels, and devices will be machine-printed labeled using a sequence to match the floor plan and/or customer-provided labeling scheme.
- D) All Skyline provided equipment will be tested in our lab before installed at customer location to reduce RMAs.
- E) Video Surveillance will comply with standards set forth in the National Electric Code (NEC) Internet Connection Article 725, requirements for minimum wire sizes, adjustment factors, overcurrent protection, insulation requirements, wiring methods, and materials.

Open Session Item

SUBJECT: Contract Renewal (PUR-1441) Transfer Stations at Forty West Landfill

PRESENTATION DATE: September 28, 2021

PRESENTATION BY: Brandi Naugle, CPPB, Buyer, Purchasing Department and Dave Mason, P. E., Deputy Director, Department of Solid Waste

RECOMMENDED MOTION: Motion to renew the contract with Apple Valley Waste, for a one (1) period tentatively commencing October 1, 2021 at the same terms and conditions with the exception of a rate increase of 3% to furnish and maintain containers and provide services for four (4) offsite transfer stations within Washington County and one on-site residential area at Forty-West Landfill based on its letter of request dated September 3, 2021 as follows:

	Awarded Contract Rates <u>Years 1 & 2</u>	Proposed Contract Rates <u>Year 3</u>
Lot Boxes	\$65.00	\$67.00
Forty West Boxes	\$65.00	\$67.00
Greensburg Boxes	\$156.45	\$161.14
Hancock Boxes	\$152.45	\$156.82
Kaetzel Boxes	\$159.60	\$164.39
Dargan Boxes	\$157.50	\$162.23

REPORT-IN-BRIEF: The services under this contract consist of furnishing and maintaining containers and provide services for four (4) offsite transfer stations within Washington County and one on-site residential area at Forty-West Landfill. The offsite transfer stations are: (1) Greensburg Transfer Station located at 13125 Bikle Road, Smithsburg, MD, 21783, Greensburg Road off Route 64; (2) Kaetzel Transfer Station located at 2926 Kaetzel Road, Brownsville, MD, 21715, south of Boonsboro off Route 67; (3) Dargan Transfer Station located at 2201 Dargan School Road, Sharpsburg, MD, 21782, south of Sharpsburg on Harpers Ferry Road across from Dargan Fire Station; (4) Hancock Transfer Station located at 6502 Hess Road, Hancock, MD, 21750, end of Hess Road off of Sensel Road at Hancock; and one (1) Residential Transfer Station located at Forty-West Landfill, 12630 Earth Care Road, Hagerstown, MD, 21740. The County makes no guarantees as to the minimum or maximum number of services required during the period of this Contract.

The duration of the contract was for a period of two (2) years that began October 1, 2019 with an option by the County to renew for up to one (1) additional one (1) year period.

DISCUSSION: N/A

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

CONCURRENCES: N/A

ATTACHMENTS: Apple Valley Waste's renewal letter dated September 3, 2021.



Apple Valley Waste
771 James Burr Blvd.
PO Box 309
Kearneysville, WV 25430

Board of County Commissioners of
Washington County, Maryland
100 West Washington Street
HAGERSTOWN, MD 21740

September 3, 2021

Dear Board of County Commissioners:

Apple Valley Waste (AVW) is proud to be your service provider and would like to renew the agreement to continue to provide transport services for the transfer stations and Forth West Landfill. The term for Purchase Order WASHCO27990 (per PUR-1441) will end September 30, 2021, and we're submitting this notice as our intent to renew the agreement.

Apple Valley Waste proposes the following rates for transport services for term beginning October 1, 2021.

<u>Box Location</u>	<u>Current Rate</u>	<u>Proposed Rate</u>
Lot Boxes	\$ 65.00	\$ 67.00
Forty West Boxes	\$ 65.00	\$ 67.00
Greensburg Boxes	\$ 156.45	\$ 161.14
Hancock Boxes	\$ 152.25	\$ 156.82
Kaetzl Boxes	\$ 159.60	\$ 164.39
Dargan Boxes	\$ 157.50	\$ 162.23

Thank you for allowing us to be your service provider. We look forward to continuing to provide you exceptional service!

Best,

Ann Leuters | Director of Ops Admin
Apple Valley Waste
PO Box 309
Kearneysville, WV 25430
E: Aleuters@goldmedal.net O: 304-724-1834



Open Session Item

SUBJECT: Appalachian Regional Commission Grant Award Acceptance – Antietam Water Trail

PRESENTATION DATE: September 28, 2021

PRESENTATION BY: Andrew Eshleman, Director of Public Works, Susan Buchanan, Director, Office of Grant Management

RECOMMENDED MOTION: Move to accept grant funding from the Appalachian Regional Commission in the amount of \$74,000 for improvements to the Antietam Creek Water Trail.

REPORT-IN-BRIEF: The Office of Public Works received approval from the Board of County Commissioners to submit an application to the Appalachian Regional Commission requesting \$74,000 for the Antietam Creek Water Trail on May 5, 2020. The grant program has a 50/50 matching funds requirement. The source of match has changed since the original presentation, so we are seeking approval to accept the funds and corresponding matching funds.

DISCUSSION: The Office of Public Works received approval from the Board of County Commissioners on May 5, 2020 to submit an application to the Appalachian Regional Commission requesting \$74,000 for improvements to the Antietam Creek Water Trail. The proposed improvements include a parking area, non-motorized boat access ramp, picnic area, and trail kiosk at 458 Antietam Drive.

The grant program has a 50/50 matching funds requirement. At the time of submission, the match was comprised of \$20,000 local funding budgeted in the County’s Capital Improvement Plan (CIP) budget, and \$54,000 from a pending state Maryland Heritage Area grant. The application submitted to the Maryland Heritage Area was not awarded, therefore the entire match of \$74,000 will be provided by local budgeted CIP funds.

FISCAL IMPACT: Matching funds of \$74,000. The funds are included in the approved CIP budget.

CONCURRENCES: N/A

ALTERNATIVES: Deny approval of acceptance of funds.

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A

Open Session Item

SUBJECT: Restructure Proposal - Department of Plan Review & Permitting

PRESENTATION DATE: Tuesday, September 28, 2021

PRESENTATION BY: John Martirano, County Administrator and Laurence Etchison, Director, Human Resources

RECOMMENDED MOTION: To approve the restructure proposal for the Department of Plan Review and Permitting.

REPORT-IN-BRIEF: Subsequent to the resignation of the Director of Plan Review & Permitting, the County Administrator met with staff to discuss potential, cost-effective Plan Review & Permitting restructuring options. After completing additional due diligence actions following the meeting, all agreed to the presented Department of Plan Review & Permitting restructure.

DISCUSSION: The key elements of the restructuring include:

1. The elimination of the Director of Plan Review & Permitting position.
2. The elimination of one (1) Administrative Assistant position.
3. The reassignment of eight (8) Permitting and Administrative Professionals to Permits and Inspection (formerly Construction).
4. The reassignment of three (3) Plan Review Professionals to Engineering.
5. The reassignment of five (5) Planner, Zoning and Administrative Professionals to Planning and Zoning.
6. The elimination of the Plan Review & Permitting Department.
7. The renaming of "Division of Construction" to "Division of Permits and Inspections".
8. Modest salary increases for the Permits and Inspections (formerly Construction), Engineering and Planning & Zoning Administrative Assistants based on significantly increased internal customer service duties and responsibilities.
9. Modest salary increases for the Permits and Inspections (formerly Construction), Engineering and Planning & Zoning Directors based on increased headcount and span-of-control duties and responsibilities.

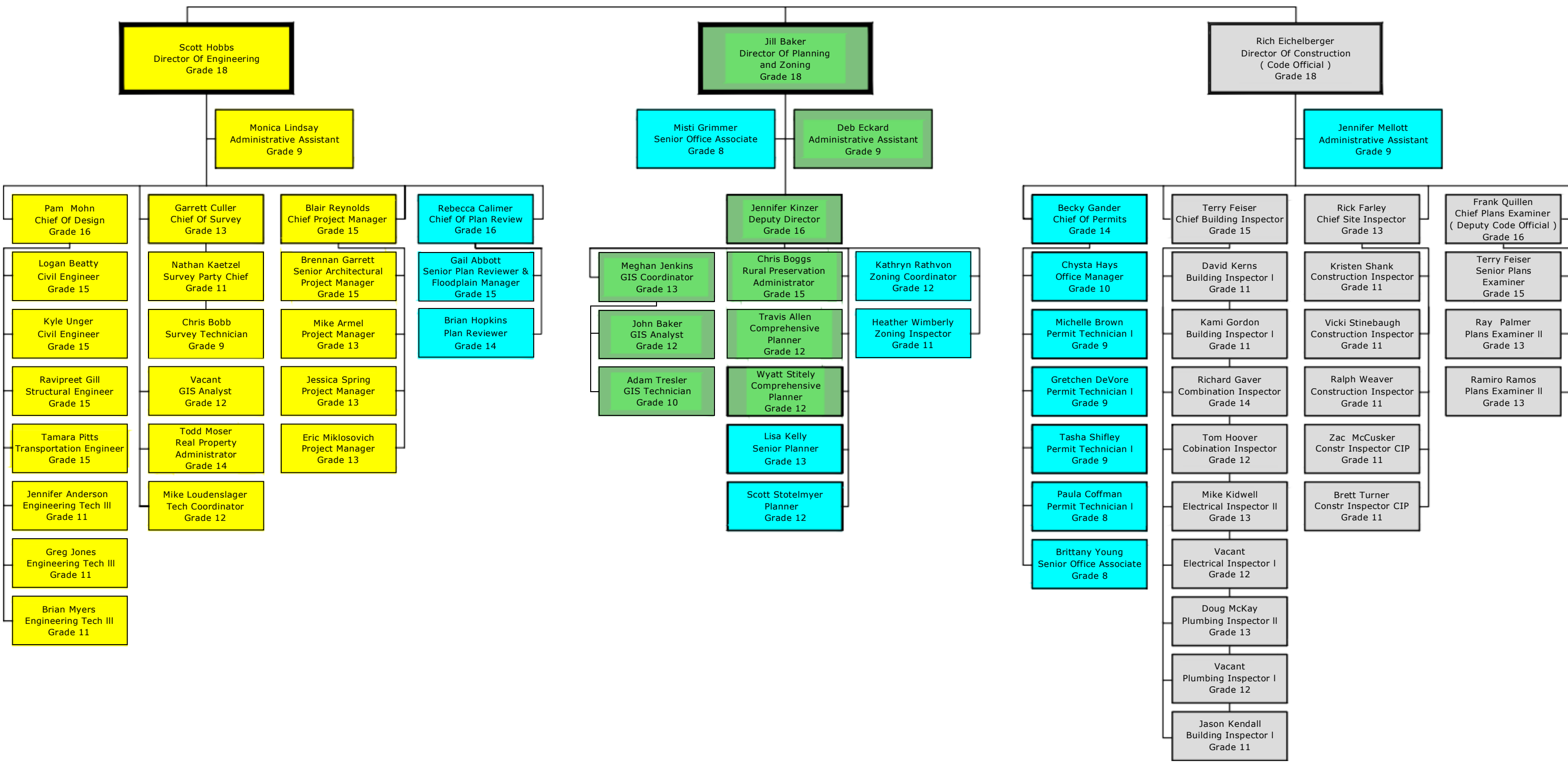
FISCAL IMPACT: Net, total labor savings of \$165,784.32 annually.

CONCURRENCES: Jill Baker, Director of Planning & Zoning, Rich Eichelberger, Director of Construction and Scott Hobbs, Director of Engineering.

ALTERNATIVES: Do not restructure and begin the process of filling the vacant Director, Plan Review & Permitting position.

ATTACHMENTS:

1. Current Construction, Engineering and Plan Review & Permitting Organizational Chart
2. Proposed Permits and Inspections (formerly Construction), Engineering and Planning & Zoning Organizational Chart (with all Plan Review and Permitting Employee reassignments in [blue](#))
3. Plan Review & Permitting Cost Analysis Spreadsheet



Plan Review & Permitting Restructuring Spreadsheet

Tuesday, September 28, 2021

Employee	Position	Current Status	Current Grade / Step	Current Hourly Wage	Future Grade / Step	Future Hourly Wage
Unfilled	Director of Plan Review & Permitting	Not Filled	18 - 4	\$39.65	0-0	\$0.00
Additional External Candidate	Construction Admin Assistant	Not Filled	9 - 1	\$18.42	0-0	\$0.00
Eckard, Deb	Administrative Assistant	Active	9 - 11	\$23.58	9 - 13	\$24.77
Lindsay, Monica	Administrative Assistant	Active	9 - 6	\$20.84	9 - 10	\$23.00
Mellott, Jennifer	Administrative Assistant	Active	9 - 6	\$20.84	9 - 10	\$23.00
Baker, Jill	Director, Planning and Zoning	Active	18-9	\$44.86	18-10	\$45.98
Eichelberger, Rich	Director of Construction	Active	18-16	\$53.33	18-17	\$54.66
Hobbs, Scott	Director of Engineering	Active	18-21	\$60.34	18-22	\$61.85

Net Annual Total Compensation Savings:

\$165,784.32