



## Board of County Commissioners of Washington County, Maryland

### *Open Session Minutes*

September 28, 2021

#### **MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**

A moment of silence was observed, followed by the Pledge of Allegiance to the Flag by the full assemblage.

#### **CALL TO ORDER**

President Jeffrey A. Cline called the regular meeting of the Board of County Commissioners of Washington County, Maryland, to order at 10:03 a.m. at 100 West Washington Street, Hagerstown, Maryland, with the following members present: Commissioner Wayne K. Keefer, and Commissioner Randall E. Wagner (Vice-President Terry L. Baker and Commissioner Charles A. Burkett were absent for the duration of the meeting).

#### **APPROVAL OF MINUTES**

Commissioner Keefer, seconded by Commissioner Wagner, moved to approve the minutes of September 21, 2021. The motion passed unanimously 3-0.

#### **COMMISSIONER COMMENTS**

The Commissioners provided a brief overview of events attended throughout Washington County.

Commissioner Keefer shared information regarding the new office of the Veterans Restoration, which is owned by a previous student of his. He offered continued prayers for Terry Baker.

Commissioner Wagner shared information from the Home Builders Association, Land Use Council; he thanked staff for providing support.

President Cline congratulated JJ Berg and Jessie McGuffin for each achieving the rank of Eagle Scout.

#### **STAFF COMMENTS**

##### County Clerk

##### Washington County Veterans Advisory Board

Commissioner Keefer, seconded by Commissioner Wagner, moved to accept the recommendation to reappoint Jacob Demers to serve a first three-year term from November 1, 2021, through October 31, 2024, as the Veteran Representative; this is not a paid board. The motion passed unanimously 3-0.

##### Washington County Agricultural Land Preservation Advisory Board

Commissioner Wagner, seconded by Commissioner Keefer, moved to accept the recommendation to reappoint Jason Hose to serve a first five-year term from May 1, 2021, through April 30, 2026; this is not a paid board. The motion passed unanimously 3-0.

##### Washington County Agricultural Reconciliation Board

Commissioner Keefer, seconded by Commissioner Wagner, moved to accept the recommendation to reappoint the following members: Jill Hudson to serve a second, five-year term retroactively from March 1, 2021 through February 28, 2026 as the Citizen-at-Large; Jeff Semler to serve a second five-year term retroactively from March 1, 2021 through February 28, 2026 as the Cooperative Extension Office member; Marcia Watters to serve a second five-year term retroactively from March 1, 2021 through February 28, 2026 as the Attorney member; and Edward Wurmb to serve a second five-year term retroactively from March 1, 201 through February 28, 2026 as a Citizen-at-Large; this is not a paid board., through April 30, 2026; this is not a paid board. The motion passed unanimously 3-0.

Adult Public Guardianship Review Board

Commissioner Keefer, seconded by Commissioner Wagner, moved to accept the recommendation to reappoint Jill Zamostny to serve a fourth, three-year term retroactively from July 1, 2020, through June 30, 2023, as a Person with Disabilities, and to grant an exception to the two-term limit as outlined in the Boards and Commissions County Policy; this is not a paid board. The motion passed unanimously 3-0.

Animal Control Authority

Commissioner Wagner, seconded by Commissioner Keefer, moved to accept the recommendation to appoint Mark Price to serve a first three-year term from October 1, 2021, through September 30, 2024, as the Sworn Officer; this is not a paid board. The motion passed unanimously 3-0.

Washington County Environmental Management Advisory Committee

Commissioner Keefer, seconded by Commissioner Wagner, moved to accept the recommendation to appoint Aaron Mowery to serve a first three-year term from October 1, 2021, through September 30, 2024; this is not a paid board. The motion passed unanimously 3-0.

County Administrator

John Martirano thanked everyone for wearing a mask and reminded staff that it is highly recommended. He provided an update from the Health Department on the positivity rate in Washington County for COVID-19 Pandemic, which is 11.5%; and encouraged all to be diligent.

Further, he welcomed Mark Widmyer, Governor's Representative of Western Maryland, who presented President Cline with a memorial honoring his recently departed father, Veteran Harry "Buck" Cline.

**CITIZENS PARTICIPATION**

None

**CHARACTER COUNTS! REQUEST FOR FUNDING AND PROCLAMATION**

Carolyn Brooks Director, Character Counts!, presented a request for funding in the amount of \$3,000 for direct expenses associated with the year-end event, Elementary Youth Celebration.

Commissioner Keefer, seconded by Commissioner Wagner, moved to approve the request, with addition to include the option that should the event be affected by COVID-19, the money may be used as necessary without a return to the meeting; the Commissioners contingency account will be utilized for the funding request. The motion passed unanimously 3-0.

The Commissioners presented Ms. Brooks with a proclamation recognizing October as "Character Counts!" Month.

**EMERGENCY RENTAL ASSISTANCE PROGRAM – STATUS UPDATE**

Rachel Souders, Senior Grant Manager, Office of Grant Management, and George Newman III, President and CEO, Washington County Community Action Council, provided the Commissioners with an as to the status of the monies awarded to Washington County from the Department of Housing and Community Development, which was to be used to ensure housing stability for families and those at risk of homelessness due to the Covid-19 Pandemic.

The Commissioners thanked Mr. Newman and Ms. Souders for the update and assistance given to the community.

**BUDGET AMENDMENT – HAGERSTOWN EASTERN/PANHANDLE METROPOLITAN PLANNING ORGANIZATION (HEPMPO) GRANT ALLOCATION**

Matt Mullenax, Executive Director, HEPMPO, and Jill Baker, Director, Planning and Zoning, recommended approval of a 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.

There is a local match requirement of 10% of State allocated funds, or \$3,360; funds are provided for in the HEPMPO reserve balance.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the budget amendment as presented. The motion passed unanimously 3-0.

**INTERGOVERNMENTAL PURCHASE (INTG21-0068): 2022 POLICE INTERCEPTOR UTILITY VEHICLES, WASHINGTON COUNTY SHERIFF'S OFFICE**

Rick Curry, Director, Purchasing, and Sergeant Alan Matheny, Fleet Logistics and Commercial Vehicle Enforcement Supervisor, Sheriff's Office, recommended authorizing by resolution, the Intergovernmental Cooperative Purchase (INTG21-0068) for the purchase of three (3) 2022 Ford Police Interceptor Utility Vehicles from Hertrich Fleet Services, Inc. of Milford, Delaware at a cost of \$33,412 each, for a total amount of \$100,236 and to utilize another jurisdiction's contract (#001B1600353), awarded by the State of Maryland Department of General Services Office of Procurement and Logistics statewide contract. Funding is budgeted in the Washington County Sheriff's Office Capital Improvement Plan (CIP) account 600300-30-11310-VEH006-VHCL.

Commissioner Keefer, seconded by Commissioner Wagner, moved to authorize by resolution the Intergovernmental Cooperative Purchase relating to the purchase of three (3) 2022 Ford Police Interceptor Utility Vehicles from Hertrich Fleet Services, Inc. in the total amount of \$100,236, as presented. The motion passed unanimously 3-0.

(Resolution No. RS-2021-27 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is in the County Commissioners' Office.)

**SOLE SOURCE AWARD (PUR1521) – PURCHASE AND INSTALLATION OF TERMINAL ACCESS CONTROL SYSTEM, HAGERSTOWN REGIONAL AIRPORT**

Mr. Curry, and Gene Bolanowski, Operations Manager, Hagerstown Regional Airport, recommended award of a sole source procurement to Skyline Technology Solutions of Glen Burnie, Maryland, for the purchase and installation of a Terminal Access Control System for the Hagerstown Regional Airport (HGR) in the amount of \$60,000, as per Section 1-106.2(a)(1) and (2) of the Code of Public Local Laws of Washington County, Maryland. Funds are budgeted in HGR's FY 22 CIP account to cover the purchase and installation of the system; breakdown is as follows: MAA \$45,000 (75% funding level) and local \$15,000 (25% funding level).

Commissioner Keefer, seconded by Commissioner Wagner, moved to approve the award of PUR1521 to Skyline Technology Solutions, Glen Burnie, Maryland, in the amount of \$60,000, as presented. The motion passed unanimously 3-0.

**CONTRACT RENEWAL (PUR1441) CONTRACT SERVICES AT TRANSFER STATIONS AND ON-SITE AT FORTY WEST LANDFILL**

Brandi Naugle, Buyer, Purchasing, and Dave Mason, Deputy Director, Solid Waste, recommended renewal of a contract with Apple Valley Waste of Maryland, Kearneysville, West Virginia, for contract services at Transfer Stations and On-Site at the Forty West Landfill for a one (1) year period tentatively commencing on 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 and 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

Commissioner Wagner, seconded by Commissioner Keefer, moved to renew contract PUR1441, as presented. The motion passed unanimously 3-0.

**APPALACHIAN REGIONAL COMMISSION GRANT AWARD ACCEPTANCE,  
ANTIETAM WATER TRAIL**

Andrew Eshleman, Director, Public Works, and Susan Buchanan, Director, Office of Grant Management, recommended acceptance of grant funding from the Appalachian Regional Commission (ARC) in the amount of \$74,000 for improvements to the Antietam Creek Water Trail.

Ms. Buchanan shared that the Commissioners provided approval on May 5, 2020, to submit an application to the ARC in the amount of \$74,000 with a 50/50 match requirement; the source of the match has changed since the original approval. At the time of submission to the ARC, 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.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the acceptance of awarded funding in the amount of \$74,000 from the Appalachian Regional Commission, as presented. The motion passed unanimously 3-0.

**RESTRUCTURE PROPOSAL OF THE DEPARTMENT OF PLAN REVIEW AND  
PERMITTING**

John Martirano, County Administrator, and Larry Etchison, Director, Human Resources, recommended approval of a restructure to the Department of Plan Review and Permitting. Mr. Martirano shared key elements of the proposed restructure to include the elimination of the Director of Plan Review and Permitting position; elimination of one (1) vacant Administrative Assistant Position; reassignment of eight (8) permitting and administrative professionals to Permits and Inspection (formerly Construction Department); reassignment of three (3) plan review professionals to Engineering; reassignment of five (5) planner, zoning and administrative professionals to Planning and Zoning; elimination of the Plan Review and Permitting Department; renaming of "Division of Construction to "Division of Permits and Inspections"; modest salary increases for the Permits and Inspections (formerly Construction), Engineering, and Planning & Zoning Administrative Assistants based on significantly increased internal customer services duties; modest salary increases for the Permits and Inspections (formerly Construction), Engineering, and Planning & Zoning Directors base on increased headcount and span-of-control duties and responsibilities. The total financial impact would realize a savings of \$165,784.32 annually.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the restructure as presented. The motion passed unanimously 3-0.

**CLOSED SESSION**

Commissioner Wagner, seconded by Commissioner Keefer, moved to convene in closed session at 10:53 a.m. to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; 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; and to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State, in accordance with Sections 3-305(b) (1), (3), (4), (7), and (13) of the General Provisions Article of the Annotated Code of Maryland. The motion passed unanimously 3-0.

In closed session, the Commissioners discussed the filling of certain personnel vacancies and the hiring of certain individuals; potential property acquisition; and business development updates. The Commissioners also consulted with counsel on a legal matter and provided staff with direction thereto.

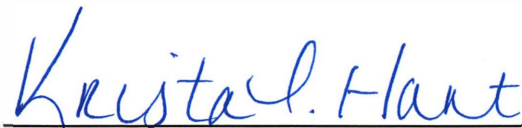
Present during closed session were Commissioners Jeffrey A. Cline, Wayne K. Keefer, and Randall E. Wagner; also, present were John M. Martirano, County Administrator; Kirk C. Downey, County Attorney, and Krista L. Hart, County Clerk. Additionally, the following staff member was present at times: Larry Etchison, Director, Human Resources; Sheriff Doug Mullendore; Andrew Bright, Esquire, Sheriff's Office; Eric Paltell (via phone); Todd Moser, Real Property Administrator; Andrew Eshleman, Director, Public Works; Scott Hobbs, Director, Engineering; and Susan Grimes, Director, Business Development (Commissioners Terry L. Baker and Charles A. Burkett, were absent).

**RECONVENE IN OPEN SESSION**

Commissioner Wagner, seconded by Commissioner Keefer, moved to reconvene in open session at 12:12 p.m. The motion passed unanimously 3-0.

**ADJOURNMENT**

Commissioner Wagner, seconded by Commissioner Keefer, moved to adjourn the meeting at 12:13 p.m. The motion passed unanimously 3-0.



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Krista L. Hart, *County Clerk*

