

BOARD OF COUNTY COMMISSIONERS

October 19, 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 28, 2021
- 10:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 10:10 AM STAFF COMMENTS
- 10:15 AM CITIZEN PARTICIPATION
- 10:20 AM PROCLAMATION: ECONOMIC DEVELOPMENT WEEK – OCTOBER 25-29, 2021
 Board of County Commissioners; Susan Grimes, Director, Business Development
- 10:30 AM PRESENTATION OF 2021-2022 FARM OF THE YEAR
 Susan Grimes, Director, Business Development; Leslie Hart, Business Development Specialist, Business Development
- 10:40 AM 2022 WASHINGTON COUNTY COMMUNITY COALITION: REQUEST FOR FINANCIAL SUPPORT
 Paul Frey, President & CEO, Washington County Chamber of Commerce; Jim Kercheval, Executive Director, Greater Hagerstown Committee
- 10:45 AM AMERICAN RESCUE PLAN ACT(ARPA) FUNDING DISCUSSION
 Sara Greaves, Chief Financial Officer; John Martirano, County Administrator
- 10:55 AM EMERGENCY RENTAL ASSISTANCE PROGRAM: ADDITIONAL FUNDING REQUEST
 Rachel Souders, Senior Grant Manager, Office of Grant Management; George Newman III, President & CEO, Washington County Community Action Council
- 11:00 AM EB-4 SHORT TERM DISABILITY PLAN REVISION
 Larry Etchison, Director, Human Resources
- 11:05 AM RESCIND BID AWARD- INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-21-0062): ONE (1) BOBCAT T76 T4 COMPACT TRACK LOADER
 Brandi Naugle, Buyer, Purchasing; Dave Mason, Deputy Director, Solid Waste
- 11:10 AM INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-21-0062): ONE (1) BOBCAT T76 T4 COMPACT TRACK LOADER
 Brandi Naugle, Buyer, Purchasing; Dave Mason, Deputy Director, Solid Waste

- 11:15 AM CONTRACT AWARD (2022-13): NO. 2 HEATING OIL
Brandi Naugle, Buyer, Purchasing; Andrew Eshleman, Director, Public Works
- 11:20 AM BID AWARD (PUR-1518): BULK DELIVERY OF ROAD SALT
Brandi Naugle, Buyer, Purchasing; Zane Rowe, Deputy Director, Highway Department
- 11:25 AM BID AWARD (PUR-1516): LEASE / PURCHASE ONE (1) TARP MACHINE
Rick Curry, Director, Purchasing; Dave Mason, Deputy Director; Solid Waste
- 11:30 AM BUDGET ADJUSTMENT- PARKS AND RECREATION CAPITAL IMPROVEMENT BUDGET
Andrew Eshleman, Director, Public Works
- 11:35 AM INTERGOVERNMENTAL COOPERATIVE PURCHASE/INSTALLATION OF PLAYGROUND EQUIPMENT (INTG-21-0069)
Rick Curry, Director, Purchasing; Andrew Eshleman, Director, Public Works
- 11:40 AM FY22 MIEMSS CARDIAC DEVICE GRANT: APPROVAL TO SUBMIT APPLICATION & ACCEPT AWARDED FUNDING
David Chisholm, Deputy Director-Operations, Emergency Services; Allison Hartshorn, Grant Manager, Office of Grant Management
- 11:45 AM MARYLAND GENERAL ASSEMBLY LEGISLATION REQUIRING MULTIPLE EARLY VOTING CENTERS
Martin Lumm, President, Board of Elections; Barry Jackson, Deputy Director, Board of Elections
- 11:55 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 consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State*).
- 12:30 PM RECONVENE IN OPEN SESSION
- 12:35 PM STAFF COMMENTS
- 12:40 PM ADJOURNMENT



Agenda Report Form

Open Session Item

SUBJECT: Economic Development Week (October 25-29, 2021)

PRESENTATION DATE: October 19, 2021

PRESENTATION BY: Board of County Commissioners

REPORT-IN-BRIEF: Proclamation Presentation

WHEREAS, Economic Development efforts have and will continue to improve the economic well-being and quality of life of the County by helping to create and retain jobs that facilitate business growth and provide a stable tax base, and;

WHEREAS, Economic Development requires Countywide teamwork with all government, workforce development, educational, private business and various other partners to be successful, and;

WHEREAS, the economic growth and stability of the State affects all regions and jurisdictions in Maryland, and Washington County is an important component of the State's economic success and will highlight and promote economic development efforts in our county.

THEREFORE, We, the Board of County Commissioners of Washington County, Maryland, hereby proclaim the week of October 25- 29, 2021, as Economic Development Week recognizing all the past, current and future efforts of all those to who participate and support Economic Development private and public efforts at all levels – federal, state, county, city and municipality.



Agenda Report Form

Open Session Item

SUBJECT: Presentation of 2021-2022 Farm of the Year

PRESENTATION DATE: October 19, 2021

PRESENTATION BY: Susan Small, Director, Department of Business Development and Leslie Hart, Business Development Specialist

RECOMMENDED MOTION: No motion. Metal Outdoor plaque will be presented to Farm of the Year for 2021-2022. County Commissioners will present the Certificate recognizing the Winning Farm of the Year.

DISCUSSION: The Farm of the Year award showcases excellence in agriculture and promotes a greater understanding of the challenges faced by today's farmers. Applications have been accepted in the July to September 2021 time frame. Winning farm owners will be notified in advance of this meeting and asked to attend the Board of County Commissioners meeting scheduled for October 19, 2021.

FISCAL IMPACT: n/a

CONCURRENCES: n/a

ALTERNATIVES: n/a

ATTACHMENTS: n/a

AUDIO/VISUAL NEEDS: n/a



Agenda Report Form

Open Session Item

SUBJECT: 2022 Washington County Community Coalition Request for Financial Support

PRESENTATION DATE: October 19, 2021

PRESENTATION BY: Paul Frey, President and CEO, Washington County Chamber of Commerce
Jim Kercheval, Executive Director, Greater Hagerstown Committee

RECOMMENDED MOTION: Move to approve a contribution of \$10,000 to the Washington County Community Coalition to support efforts to manage the community priorities in Washington County.

REPORT-IN-BRIEF: As a founding member of The Washington County Community Coalition, it is time once again to invite the County to participate in our lobbying efforts in Annapolis. As our community continues to change and grow, the Coalition partners see the need to supplement the work of our Delegation and help promote Washington County in Annapolis. Over the last 17 years we've seen the value of a concerted effort to speak with one voice and be heard alongside larger, more urban areas. As a result, the Coalition's efforts have elevated our stature and helped build State support for the issues our community stakeholders bring to the table.

DISCUSSION:

FISCAL IMPACT: \$10,000

CONCURRENCES:

ATTACHMENTS: COUNTY COALITION REQUEST



- Washington County Government
- City of Hagerstown
- Washington Co. Free Library
- Hagerstown Community College
- Town of Williamsport
- The Greater Hagerstown Committee, Inc.
- Washington Co. Chamber of Commerce
- Visit Hagerstown (Local Convention & Visitor's Bureau)
- CHIEF (Hagerstown-Washington Co. Industrial Foundation)
- Community Foundation of Washington County

Washington County Community Coalition

Lobbyist: John Favazza, Esquire Mannis Canning & Associates 410.263.7882 jfavazza@maniscanning.com

September 15, 2021

Mr. John Martirano
County Administrator
Washington County Government
100 West Washington Street, Room 226
Hagerstown, MD 21740

Dear John:

As a founding member of The Washington County Community Coalition, it is time once again to invite the County to participate in our lobbying efforts in Annapolis. Since 2005, a number of dedicated community stakeholders have joined together to advance Washington County's interests at the state level, including the CVB, the Washington County Free Library, Washington County Government, the City of Hagerstown, the Greater Hagerstown Committee, the Community Foundation, Hagerstown Community College, CHIEF, the Town of Williamsport, and the Chamber of Commerce.

As our community continues to change and grow, the Coalition partners see the need to supplement the work of our Delegation and help promote Washington County in Annapolis. Over the last 17 years we've seen the value of a concerted effort to speak with one voice and be heard alongside larger, more urban areas. As a result, the Coalition's efforts have elevated our stature and helped build State support for the issues you as a stakeholder bring to the table. The program also keeps partners posted on issues of concern throughout the year, serving as an "early warning system" for anything in Annapolis that may affect Hagerstown or Washington County.

As in the past, the Coalition will hire a lobbyist to help us advocate for our state-level agenda during the 2022 General Assembly session. In addition, we have scheduled our "Day in Annapolis" for Wednesday, January 26, 2022, where Coalition members come to Annapolis to meet with our state decision makers to talk about our community and issues of concern. The day concludes with a Washington County, "We Mean Business" reception, highlighting the strengths of our region and the value we bring to Maryland. Of course, given Covid, these plans may need to be modified a bit, as they were in 2021.

The lobbying process starts in the summer when the Coalition partners decide on the list of community priorities; we appreciated your willingness to join us in crafting that agenda. Again this year, we will ask the partners to participate financially, and the Chamber will manage the program. The Coalition is asking the City of Hagerstown to contribute \$10,000, as it did last year.

Working together, we leverage our collective voice and strengthen our case with decision makers. We hope that you will consider our invitation to participate in the Coalition and that you will work with us to include the County's priorities in the overall legislative agenda. If you have any questions please do not hesitate to contact me.

Sincerely,

Paul Frey, IOM
Managing Partner



Agenda Report Form

Open Session Item

SUBJECT: American Rescue Plan Act (ARPA) funding Discussion

PRESENTATION DATE: October 19, 2021

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

RECOMMENDED MOTION: For information only.

REPORT-IN-BRIEF: The County was approved for ARPA funds of \$29,295,023. These funds are to be received in two installments. The first installment of \$14,669,749 was received in June of 2021. The next installment is expected June 2022.

DISCUSSION: Funds can be utilized by the County to respond to and prepare for COVID-19 activities. All funds must be spent by December 31, 2024. Allowable uses include:

- Respond to or mitigate the COVID-19 health emergency or its negative economic impacts, including assistance to households, small businesses, nonprofits, aid for tourism, travel, and hospitality.
- To provide essential worker premium pay
- Cover revenue loss.
- To make investments in broadband, water, or sewer infrastructure

Washington County polled the public in July to evaluate top priorities from citizens. The results are below in order of priority:

1. Fire and Rescue
2. Emergency Operations Center
3. Business assistance, including non-profits
4. Premium pay for essential workers
5. Water/Sewer Infrastructure
6. Assistance to households
7. Technology for virtual services provided by the County
8. Travel, Tourism, and Hospitality
9. Incentive for employee vaccinations
10. Public communication efforts related to COVID-19

County personnel would like to receive feedback from the Commissioners regarding Commissioner priorities. Once input is received, staff will prepare a list of recommendations for BOCC consideration.

FISCAL IMPACT: Not applicable

CONCURRENCES: Not applicable

ALTERNATIVES: Not Applicable

ATTACHMENTS: Approved Categories for ARPA spending

AUDIO/VISUAL NEEDS: Not applicable

Qualifying Expenditures for ARPA funds

1. Expenditure Category: Public Health

- 1.1 COVID-19 Vaccination
- 1.2 COVID-19 Testing
- 1.3 COVID-19 Contact Tracing
- 1.4 Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)
- 1.5 Personal Protective Equipment
- 1.6 Medical Expenses (including Alternative Care Facilities)
- 1.7 Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health e
- 1.8 Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)
- 1.9 Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19
- 1.10 Mental Health Services
- 1.11 Substance Use Services
- 1.12 Other Public Health Services

2.0 Expenditure Category: Negative Economic Impact

- 2.1 Household Assistance: Food Programs
- 2.2 Household Assistance: Rent, Mortgage, and Utility Aid
- 2.3 Household Assistance: Cash Transfers
- 2.4 Household Assistance: Internet Access Programs
- 2.5 Household Assistance: Eviction Prevention
- 2.6 Unemployment Benefits or Cash Assistance to Unemployed Workers
- 2.7 Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentive
- 2.8 Contributions to UI Trust Funds
- 2.9 Small Business Economic Assistance (General)
- 2.10 Aid to nonprofit organizations
- 2.11 Aid to Tourism, Travel, or Hospitality
- 2.12 Aid to Other Impacted Industries
- 2.13 Other Economic Support
- 2.14 Rehiring Public Sector Staff

3. Expenditure Category: Services to Disproportionately Impacted Communities

- 3.1 Education Assistance: Early Learning
- 3.2 Education Assistance: Aid to High-Poverty Districts
- 3.3 Education Assistance: Academic Services
- 3.4 Education Assistance: Social, Emotional, and Mental Health Services
- 3.5 Education Assistance: Other
- 3.6 Healthy Childhood Environments: Child Care
- 3.7 Healthy Childhood Environments: Home Visiting
- 3.8 Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System
- 3.9 Healthy Childhood Environments: Other
- 3.10 Housing Support: Affordable Housing
- 3.11 Housing Support: Services for Unhoused persons
- 3.12 Housing Support: Other Housing Assistance
- 3.13 Social Determinants of Health: Other
- 3.14 Social Determinants of Health: Community Health Workers or Benefits Navigators
- 3.15 Social Determinants of Health: Lead Remediation
- 3.16 Social Determinants of Health: Community Violence Interventions

4. Expenditure Category: Premium Pay

4.1 Public Sector Employees

4.2 Private Sector: Grants to other employers

5. Expenditure Category: Infrastructure

5.1 Clean Water: Centralized wastewater treatment

5.2 Clean Water: Centralized wastewater collection and conveyance

5.3 Clean Water: Decentralized wastewater

5.4 Clean Water: Combined sewer overflows

5.5 Clean Water: Other sewer infrastructure

5.6 Clean Water: Stormwater

5.7 Clean Water: Energy conservation

5.8 Clean Water: Water conservation

5.9 Clean Water: Nonpoint source

5.10 Drinking water: Treatment

5.11 Drinking water: Transmission & distribution

5.12 Drinking water: Transmission & distribution: lead remediation

5.13 Drinking water: Source

5.14 Drinking water: Storage

5.15 Drinking water: Other water infrastructure

5.16 Broadband: "Last Mile" projects

5.17 Broadband: Other projects

6. Expenditure Category: Revenue Replacement

6.1 Provision of Government Services

7. Expenditure Category: Administrative and Other

7.1 Administrative Expenses

7.2 Evaluation and data analysis

7.3 Transfers to Other Units of Government



Agenda Report Form

Open Session Item

SUBJECT: Emergency Rental Assistance Program (ERAP) Additional Funding Request

PRESENTATION DATE: October 19, 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: Move to approve submission of Letter of Interest for Additional ERAP Funding to the Department of Housing & Community Development, and accept funding as awarded.

REPORT-IN-BRIEF: In May of this year, Washington County was awarded \$9,441,971 from the Department of Housing and Community Development (DHCD) under the Emergency Rental Assistance Program. The DHCD has notified all grantees that an additional \$24.5 million is available to counties for continuation of ERAP activities. Grantees must submit a Letter of Interest to be considered for funding. The Office of Grant Management would like to submit a Letter of Interest requesting \$5,575,500.00.

DISCUSSION: In May, Washington County was awarded \$9,441,971 in ERAP funding from the DHCD in order to ensure housing stability for families and individuals at risk of and currently experiencing homelessness due to the Covid-19 pandemic. Our subrecipient, the Washington County Community Action Council (WCCAC), has estimated that this award will be fully expended by the end of February 2022. The DHCD has notified all grantees that an additional \$24.5 million is being made available for continuing this program, and Grantees must submit a Letter of Interest to be considered for funding. The WCCAC has projected that \$5,575,500.00 will be needed to serve 1,534 households between March 2022 (when current funds are expected to run out) and September 2022 (the end of the grant period). The Office of Grant Management would like to submit a Letter of Interest requesting this full amount. If awarded, funds will be added to our existing grant agreement – supplemental funds will not require a subsequent grant application. In addition, the Subrecipient agreement with WCCAC would be amended to reflect the increased funding.

FISCAL IMPACT: This request will provide up to \$5,575,500.00 in additional funding for the WCCAC to distribute to Washington County residents in need of assistance to pay their rent and/or utilities as a result of the Covid-19 pandemic.

CONCURRENCES: Susan Buchanan, Director, Office of Grant Management

ALTERNATIVES: Deny request to submit Letter of Interest

AUDIO/VISUAL NEEDS: None



Agenda Report Form

Open Session Item

SUBJECT: EB-4 Short Term Disability Plan Revision

PRESENTATION DATE: October 19, 2021

PRESENTATION BY: Laurence “Larry” Etchison, Director of Human Resources

RECOMMENDED MOTION: To approve a revision of EB-4 Short Term Disability Policy authorizing the Director of Human Resources (with the County Administrator’s review and concurrence) to administer end-of-employment actions to Employees who are unable to perform their position’s essential job functions (with or without reasonable accommodation) and who have exhausted all FMLA, Paid Sick Leave and Short-Term Disability Plan Benefits.

REPORT-IN-BRIEF:

Consistently administering end-of-employment to all Employees who cannot perform their position’s essential job functions (with or without reasonable accommodation) and who have exhausted all FMLA, Paid Sick Leave and Short-Term Disability Plan Benefits shifts the ongoing healthcare cost burden to either the Employee (Long Term Disability Benefits, Personal Assets, etc.) or potentially to Federal and State funded programs (SSDI, Medicaid, ACA, etc.) versus the County’s Citizens and Taxpayers. Therefore, it is prudent to adopt the following revision to the EB-4 Short Term Disability Policy:

L. An Employee who has an illness which is expected to continue beyond the Short-Term Disability Benefits Plan period may be eligible for benefits under the County’s Long-Term Disability Benefit Plan. Employees are encouraged to keep the Department of Human Resources informed if they believe that they may require Long-Term Disability Benefit Plan monthly income. **Please note that the Director of Human Resources (with the County Administrator’s review and concurrence) will administer end-of-employment actions to Employees who are unable to perform their position’s essential job functions (with or without reasonable accommodation) and who have exhausted all FMLA, Paid Sick Leave and Short-Term Disability Plan Benefits following the issuance of a thirty (30) calendar day notification via USPS Certified Mail.**

FISCAL IMPACT: On a case-by-case basis, the Employee Health Benefit liability cost savings can be substantial (upwards of over \$100,000.00 annually per covered Employee).

CONCURRENCES: Mr. John Martirano, County Administrator, Mr. Kirk Downey, County Attorney, Ms. Deborah Condo, Deputy Director of Human Resources and Brittany Price, Benefits Coordinator.

ALTERNATIVES: Not Applicable

AUDIO/VISUAL NEEDS: Not applicable



Agenda Report Form

Open Session Item

SUBJECT: Rescind Bid Award, Intergovernmental Cooperative Purchase (INTG-21-0062) - One (1) Bobcat T76 T4 Compact Track Loader

PRESENTATION DATE: October 19, 2021

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

RECOMMENDED MOTION: Move to relieve Bobcat of Hagerstown, MD from the contract without prejudices for the purchase approved by the Board of County Commissioners of Washington County, August 10, 2021, for the lease/purchase one (1) Bobcat T76 T4 Compact Track Loader for a total cost of \$74,053.20.

After the award and final lease documents were prepared it was discovered that the submitted documentation did not include the interest or any fees associated to the leasing of the equipment from the leasing company; therefore, the cost of the five-year lease will be \$81,909.60.

REPORT-IN-BRIEF: On August 10, 2021, the Board of County Commissioners of Washington County approved by resolution the purchase of the lease/purchase one (1) Bobcat T76 T4 Compact Track Loader for a total cost of \$74,053.20 from Bobcat of Hagerstown based on the contract awarded by Sourcewell (Contract 040319-CEC).

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Schedule of Payments, Exhibit B, dated 9/22/2021

AUDIO/VISUAL NEEDS: None

EXHIBIT B**SCHEDULE OF PAYMENTS**

Interest Rate = 3.817%

Amount Financed = \$73,988.71

Start Date = 9/22/2021

Number	Date	Payment	Interest	Principal	Purchase Option*
1	12/22/2021	\$1,365.16	\$708.30	\$656.86	N/A
2	1/22/2022	\$1,365.16	\$233.26	\$1,131.90	N/A
3	2/22/2022	\$1,365.16	\$229.66	\$1,135.50	N/A
4	3/22/2022	\$1,365.16	\$226.05	\$1,139.11	N/A
5	4/22/2022	\$1,365.16	\$222.43	\$1,142.73	N/A
6	5/22/2022	\$1,365.16	\$218.79	\$1,146.37	N/A
7	6/22/2022	\$1,365.16	\$215.15	\$1,150.01	N/A
8	7/22/2022	\$1,365.16	\$211.49	\$1,153.67	N/A
9	8/22/2022	\$1,365.16	\$207.82	\$1,157.34	N/A
10	9/22/2022	\$1,365.16	\$204.14	\$1,161.02	N/A
11	10/22/2022	\$1,365.16	\$200.44	\$1,164.72	\$64,941.95
12	11/22/2022	\$1,365.16	\$196.74	\$1,168.42	\$63,715.11
13	12/22/2022	\$1,365.16	\$193.02	\$1,172.14	\$62,484.37
14	1/22/2023	\$1,365.16	\$189.29	\$1,175.87	\$61,249.70
15	2/22/2023	\$1,365.16	\$185.55	\$1,179.61	\$60,011.11
16	3/22/2023	\$1,365.16	\$181.80	\$1,183.36	\$58,768.58
17	4/22/2023	\$1,365.16	\$178.04	\$1,187.12	\$57,522.11
18	5/22/2023	\$1,365.16	\$174.26	\$1,190.90	\$56,271.66
19	6/22/2023	\$1,365.16	\$170.47	\$1,194.69	\$55,017.24
20	7/22/2023	\$1,365.16	\$166.67	\$1,198.49	\$53,758.82
21	8/22/2023	\$1,365.16	\$162.86	\$1,202.30	\$52,496.41
22	9/22/2023	\$1,365.16	\$159.03	\$1,206.13	\$51,229.97
23	10/22/2023	\$1,365.16	\$155.20	\$1,209.96	\$49,959.51
24	11/22/2023	\$1,365.16	\$151.35	\$1,213.81	\$48,685.01
25	12/22/2023	\$1,365.16	\$147.49	\$1,217.67	\$47,406.46
26	1/22/2024	\$1,365.16	\$143.62	\$1,221.54	\$46,123.84
27	2/22/2024	\$1,365.16	\$139.73	\$1,225.43	\$44,837.14
28	3/22/2024	\$1,365.16	\$135.83	\$1,229.33	\$43,546.35
29	4/22/2024	\$1,365.16	\$131.92	\$1,233.24	\$42,251.44
30	5/22/2024	\$1,365.16	\$128.00	\$1,237.16	\$40,952.43
31	6/22/2024	\$1,365.16	\$124.06	\$1,241.10	\$39,649.27
32	7/22/2024	\$1,365.16	\$120.12	\$1,245.04	\$38,341.98
33	8/22/2024	\$1,365.16	\$116.15	\$1,249.01	\$37,030.52
34	9/22/2024	\$1,365.16	\$112.18	\$1,252.98	\$35,714.89
35	10/22/2024	\$1,365.16	\$108.20	\$1,256.96	\$34,395.08
36	11/22/2024	\$1,365.16	\$104.20	\$1,260.96	\$33,071.07
37	12/22/2024	\$1,365.16	\$100.19	\$1,264.97	\$31,742.85
38	1/22/2025	\$1,365.16	\$96.16	\$1,269.00	\$30,410.40

39	2/22/2025	\$1,365.16	\$92.13	\$1,273.03	\$29,073.72
40	3/22/2025	\$1,365.16	\$88.08	\$1,277.08	\$27,732.79
41	4/22/2025	\$1,365.16	\$84.01	\$1,281.15	\$26,387.58
42	5/22/2025	\$1,365.16	\$79.94	\$1,285.22	\$25,038.10
43	6/22/2025	\$1,365.16	\$75.85	\$1,289.31	\$23,684.33
44	7/22/2025	\$1,365.16	\$71.75	\$1,293.41	\$22,326.24
45	8/22/2025	\$1,365.16	\$67.64	\$1,297.52	\$20,963.85
46	9/22/2025	\$1,365.16	\$63.51	\$1,301.65	\$19,597.12
47	10/22/2025	\$1,365.16	\$59.37	\$1,305.79	\$18,226.04
48	11/22/2025	\$1,365.16	\$55.21	\$1,309.95	\$16,850.59
49	12/22/2025	\$1,365.16	\$51.05	\$1,314.11	\$15,470.77
50	1/22/2026	\$1,365.16	\$46.87	\$1,318.29	\$14,086.57
51	2/22/2026	\$1,365.16	\$42.67	\$1,322.49	\$12,697.95
52	3/22/2026	\$1,365.16	\$38.47	\$1,326.69	\$11,304.93
53	4/22/2026	\$1,365.16	\$34.25	\$1,330.91	\$9,907.47
54	5/22/2026	\$1,365.16	\$30.01	\$1,335.15	\$8,505.57
55	6/22/2026	\$1,365.16	\$25.77	\$1,339.39	\$7,099.21
56	7/22/2026	\$1,365.16	\$21.51	\$1,343.65	\$5,688.38
57	8/22/2026	\$1,365.16	\$17.23	\$1,347.93	\$4,273.05
58	9/22/2026	\$1,365.16	\$12.94	\$1,352.22	\$2,853.22
59	10/22/2026	\$1,365.16	\$8.64	\$1,356.52	\$1,358.25
60	11/22/2026	\$1,365.16	\$4.33	\$1,360.83	\$0.00

Lessee: County Commissioners of Washington County, MD

BY: _____

TYPED: Jeffery Cline

TITLE: Commissioners President

DATE: _____



Agenda Report Form

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-21-0062) - One (1) Bobcat T76 T4 Compact Track Loader

PRESENTATION DATE: October 19, 2021

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

RECOMMENDED MOTION: Move to authorize by Resolution, for the Department of Solid Waste to lease/purchase one (1) Bobcat T76 T4 Compact Track Loader for a total cost of \$81,909.60 and to utilize another jurisdiction's contract that was awarded by Sourcewell, (Contract 040319-CEC) to Bobcat of Hagerstown, MD.

REPORT-IN-BRIEF: The Code of Public Laws of Washington County, Maryland (the Public Local Laws) 1-106.3 provides that the Board of County Commissioners may procure goods and services through a contract entered into by another governmental entity, in accordance with the terms of the contract, regardless of whether the County was a part to the original contract. If the Board of County Commissioners determines that participation by Washington County would result in cost benefits or administrative efficiencies, it could approve the procurement of the equipment in accordance with the Public Local Laws referenced above that participation would result in cost benefits or in administrative efficiencies. The County will benefit with the direct cost savings in the purchase of this equipment because of economies of scale this contract has leveraged. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting and evaluating a bid. Acquisition of the equipment by utilizing the Sourcewell contract and eliminating our County's bid process would result in an administrative and cost savings for the Department of Solid Waste and Purchasing Department in preparing specifications.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the Department of Solid Waste operating budget account 535055-21-21020

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bobcat of Hagerstown Quote: JLK-07170 dated 8/3/2021

AUDIO/VISUAL NEEDS: N/A



Bobcat

Product Quotation

Quotation Number: JLK-07170

Date: 2021-03-08 08:32:26

Customer Name/Address:	Bobcat Delivering Dealer	ORDER TO BE PLACED WITH: Contract Holder/Manufacturer
WASHINGTON COUNTY LANDFILL Attn: DONALD MORGAN 12630 EARTH CARE ROAD HAGERSTOWN, MD 21740	Bobcat of Hagerstown, Hagerstown, MD 18213 Maugans Ave Hagerstown MD 21740 Phone: 301-634-2558 Fax:	Clark Equipment Co dba Bobcat Company 250 E Beaton Dr, PO Box 6000 West Fargo, ND 58078 Phone: 701-241-8719 Fax: 855-608-0681 Contact: Heather Messmer Heather.Messmer@doosan.com

Description	Part No	Qty	Price Ea.	Total
T76 T4 Bobcat Compact Track Loader	M0371	1	\$49,230.72	\$49,230.72
36 Month Protection Plus (2000 Hours)	9974406	1	\$1,000.00	\$1,000.00
P69 Performance Package	M0371-P06-P69	1	\$5,845.68	\$5,845.68
Power Bob-Tach	Dual Direction Bucket Positioning			
7-Pin Attachment Control	Automatic Ride Control			
High Flow	Reversing Fan			
Two-Speed				
 C77 Comfort Package	 M0371-P07-C77	 1	 \$4,929.84	 \$4,929.84
Clear Sides Enclosed Cab with AC/Heat				
Sound Reduction	Radio Ready			
	heated cloth air ride suspension seat			
17.7" Multi Bar Track	M0371-R09-C05	1	\$514.08	\$514.08
Strobe	M0371-A01-C39	1	\$220.00	\$220.00
Special Applications Polycarbonate Door Kit	7376911	1	\$2,143.97	\$2,143.97
Rear View Camera	7384581	1	\$587.54	\$587.54
Radio Completion Kit	7384580	1	\$280.20	\$280.20
Sweeper Bucket 72"	7405171	1	\$3,708.04	\$3,708.04
48" Hydraulic Pallet Fork	6905425	1	\$2,290.64	\$2,290.64
80" Heavy Duty Bucket	7272681	1	\$931.00	\$931.00
--- Bolt-On Cutting Edge, 80"	6718008	1	\$268.00	\$268.00

Total of Items Quoted	\$71,949.71
Freight Charges	\$1,517.00
Dealer Assembly Charges	\$522.00
Quote Total - US dollars	\$73,988.71

Notes:



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (2022-13) – No. 2 Heating Oil.

PRESENTATION DATE: October 19, 2021

PRESENTATION BY: Brandi Naugle, Buyer, Purchasing Department and Andrew Eshelman, Director of Public Works.

RECOMMENDED MOTION: Move to concur with the recommendation of the Washington County Public Schools (WCPS) to award the contract for Washington County Government's No. 2 heating fuel oil to the responsive, responsible low bidder, AC&T Co., Inc. of Hagerstown, MD who submitted a bidder factor of \$0.1795 per gallon for tank wagon deliveries.

REPORT-IN-BRIEF: Washington County Government as well as the City of Hagerstown cooperatively bid heating fuel requirements with the WCPS. At its meeting on Tuesday, September 21, 2021, the WCPS awarded its contract for *tank wagon loads* to the responsive, responsible bidder, AC&T Co., Inc. of Hagerstown, MD with the lowest bid of \$0.1795 per gallon over the weekly wholesale average price for No. 2 (high sulfur) heating oil as published in the Oil Price Information Service bulletin (OPIS, Pad 1, Baltimore gasoline and distillate reseller prices).

The contract period is effective September 21, 2021 and ending July 31, 2022, the contract may be renewed for three (3) additional one (1) year terms at the discretion of the Board of Education.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted, as required, by the individual using department/agencies

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: WCPS bid recommendation information.

AUDIO/VISUAL NEEDS: N/A

September 22, 2021

NOTICE OF AWARD

AC&T Co., Inc.
Mr. Charles Goodie, Vice President
11535 Hopewell Road
PO Box 4217
Hagerstown, MD 21741
E-mail: cgoodie@acandt.com; rmentzer@acandt.com; ataylor@acandt.com;
dwhittington@acandt.com

Ref: Bid 2022-13 Heating Oil Supply and Delivery

Please be advised that on Tuesday, September 21, 2021, the Board of Education of Washington County awarded Bid 2022-13 Heating Oil Supply and Delivery for tank wagon deliveries at the bid factor of \$0.1795 per gallon plus the weekly OPIS wholesale price per gallon to AC&T Company. The contract will be effective from September 21, 2021 through July 31, 2022. The contract may be renewed for three (3) additional one (1) year terms at the discretion of the Board of Education.

All invoices must reference Contract **22035**

Invoices should be sent to:
Washington County Public Schools
Attn: Janine Suffecool
10435 Downsville Pike
Hagerstown, MD 21740
ap@wcps.k12.md.us

Please send a current Certificate of Insurance in accordance with the coverage requirements listed in the specifications within the next ten days if you have not already.

Your continued interest in serving Washington County Public Schools is appreciated. If you should have any questions concerning this matter, please contact me at (bachtsco@wcps.k12.md.us).

Sincerely,
Scott Bachtell

Scott Bachtell
Supervisor of Purchasing

Bid 2022-13
Heating Oil Deliveries
Bid Tab

		AC&T Company Inc.	James River Petroleum Co.	Petroleum Traders Corporation	Unit of Measure
		*Bidder's Factor	*Bidder's Factor	*Bidder's Factor	
1	Transport Delivery (Approximately 7,500 per delivery)	No Bid	Non-Responsible	\$ 0.02990	per Gallon
2	Tank Wagon Delivery (Approximately 3,500 per delivery)	\$ 0.17950	Non-Responsible	No Bid	per Gallon

**Bidder's Factor (Plus/Minis) Price per Gallon plus the Average Rack Price for #2 Distillate ULS (Ultra-Low Sulfur) Diesel Fuel (Heating Oil), Baltimore Maryland terminal price. The Average Price is published every Thursday and sets the price for the following week.*



Agenda Report Form

Open Session Item

SUBJECT: Bid Award (PUR-1518) – Bulk Delivery of Road Salt

PRESENTATION DATE: October 19, 2021

PRESENTATION BY: Brandi Naugle, CPPB, Buyer, Purchasing Department and Zane Rowe, Deputy Director, Washington County Highway Department.

RECOMMENDED MOTION: Move to award the contract for the purchase/delivery of Bulk Road Salt to the responsible, responsive bidder, Cargill, Incorporated of North Olmsted, OH who submitted the price of \$76.38 per ton.

REPORT-IN-BRIEF: On September 1, 2021 the County issued an Invitation to Bid (ITB) for Bulk Road Salt. The salt will be purchased on an as-needed basis to be used on County maintained roads for snow and ice control. The County uses an average of fifteen thousand (15,000) tons of road salt annually. The contract period is to tentatively begin October 1, 2021 and end April 30, 2022. The above recommendations are for the County's requirements only; the City of Hagerstown shall make its award independently from the County. The County guarantees neither a minimum/maximum quantity of bulk road salt to be purchased under this contract.

The Invitation to Bid was published in the local newspaper, on the County web site, and on the State of Maryland's eMMA "*eMaryland Marketplace Advantage*" web site. Twenty-Seven (27) persons/companies registered/downloaded the bid document on-line. On September 29, 2021 a total of seven (7) bids were received.

DISCUSSION: N/A

FISCAL IMPACT: Funding is available in the department's FY'22 operating budget account.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: The complete Bid Tabulation may be viewed on-line at:
<https://www.washco-md.net/wp-content/uploads/purch-pur-1518-bidtab.pdf>

AUDIO/VISUAL NEEDS: N/A

PUR-1518
Bulk Delivery of Road Salt

	Cargill, Incorporated - Salt, Road Safety North Olmsted, OH	Deicing Depot, LLC Deerfield Beach, FL	District Logistics, LLC NE Washington, DC	Eastern Salt Company, Inc. Lowell, MA
Bulk Road Salt (per ton - delivered)	\$76.38	\$94.50	\$110.00	\$79.39

	Four Season Property Management Hagerstown, MD	Government MLO Supplies USA, Inc. Bethesda, MD	Morton Salt, Inc. Chicago, IL
Bulk Road Salt (per ton - delivered)	\$105.00	\$102.00	\$80.90

Remarks / Exceptions:

Cargill, Incorporated - Salt, Road Safety - Packing slips or delivery tickets: Cargill is unable to list the quantity ordered and the quantity back ordered on a delivery ticket. Quantity shipped will be provided.
Product will meet ASTM-D-632 standard specification. Please see Cargill's technical data sheet for specific information on the Product.



Agenda Report Form

Open Session Item

SUBJECT: Bid Award (PUR-1516) – Lease/Purchase, One (1) Tarp Machine

PRESENTATION DATE: October 19, 2021

PRESENTATION BY: Rick Curry, CPPO, Purchasing Director and Dave Mason P.E., Deputy Director, Solid Waste Department

RECOMMENDED MOTION: Move to award the bid to the responsive, responsible bidder with the lowest bid as follows and contingent upon approval of the final Lease Agreement by the County Attorney's Office and the procurement is contingent upon the company being registered and providing proof of being in "Good Standing" with the Department of Assessment and Taxation.

<u>Equipment</u>	<u>Vendor</u>	<u>Bid Amount</u>
One (1) Tarp Machine	Con-Wal dba Southwestern Sales Rodgers, AZ	*Annual Lease Payment for 5 Years \$28,342.00 / Yr.

REPORT-IN-BRIEF: The Invitation to Bid (ITB) was advertised on the State of Maryland's "eMaryland MarketPlace Advantage" website and on the County's website; and also, in the local newspaper. Two hundred, twenty-eight (228) persons/companies registered/downloaded the bid document on-line.

Machinery tarps are designed for covering and securing large areas. Tarp machine is more efficient than use of manual labor, a tarp machine can cover and uncover a 20,000 square foot work area in approximately twenty minutes. Since 1992 the EPA has mandated that at the end of each day, landfills must cover the working face with material to deter fire, odor, vectors, blowing litter and pest. Tarp material is used in lieu of soil because soil is not always readily available and it adds to the operational cost, traffic in and around the landfill, the generation of dust and tarps conserve landfill space.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the department's operating account 535055-21-21020.

CONCURRENCES: Division Director

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.

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A

PUR-1516
LEASE/PURCHASE ONE (1) New Tarp Machine

Item No.	Description:	Con-Wal, Inc. dba Southwestern Sales Company Rogers, Arizona
1	Annual Lease/Purchase Payment:	\$28,342.80
2	Annual Lease/Purchase Cost / 4 Years:	\$113,371.20
3	Separate Price for Performance/Payment Bond	N/A
4a	4-Year Lease Interest Rate	5.00%

Remarks / Exceptions:

Bid meets all specifications without exception.



Agenda Report Form

Open Session Item

SUBJECT: Budget Adjustment – Parks and Recreation Capital Improvement Budget

PRESENTATION DATE: October 19, 2021

PRESENTATION BY: Andrew Eshleman, Director of Public Works

RECOMMENDED MOTION: A motion to approve a budget adjustment in the amount of +\$1,365,000 for state Local Parks and Playground Infrastructure funds received in FY22 and a second adjustment for -\$265,000 for competitive grants budgeted in the Capital Improvement Plan (CIP) that will not be received.

REPORT-IN-BRIEF: On July 20, 2021 the Commissioners approved a project funding schedule for \$1.5 million in State Local Parks and Playground Infrastructure (LPPI) funds that included \$1.365 million for County projects. A budget adjustment is required to add that funding to the Capital Improvement Plan Budget. In addition, two County Parks and Recreation CIP projects were budgeted to receive Program Open Space (POS) funding in FY22, but those projects were not included in the County's final annual program, and therefore, require a budget adjustment to remove the funds from the FY22 CIP budget. A competitive State Maryland Heritage Area grant for the Antietam Water Trail was applied for, budgeted in the FY22 CIP plan, but not received and requires a budget adjustment to remove the grant funding from the FY22 CIP.

DISCUSSION: The LPPI funds will be added to existing CIP project accounts to complete the projects approved by the Commissioners on 7/20. The projects not receiving POS funds will be deferred to a future year. The Antietam Water Trail project at Antietam Drive is anticipated to be implemented without the Heritage Area grant.

FISCAL IMPACT: +\$1,365,000; -\$265,000; net change +\$1,100,000

CONCURRENCES: CFO, County Administrator

ALTERNATIVES: N/A

ATTACHMENTS: Budget Adjustments

AUDIO/VISUAL NEEDS: None



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

Division Director / Elected Official Authorization

Budget & Finance Director Approval

County Administrator Approval

County Commissioners Approval

Andrew Eshleman

Digitally signed by Andrew Eshleman
Date: 2021.09.14 09:24:18 -04'00'

Transaction/Post -Finance

Deputy Director - Finance

Preparer, if applicable

Kelcee Mace

Digitally signed by Kelcee Mace
Date: 2021.09.13 10:33:00 -04'00'

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) + / -
498410	30	11900	REC037		0000	Capital Grant - State	905,000
599999	30	11900	REC037		CNST	Park Equip/Surfacing Replacement, Various Locations	905,000
498410	30	11900	REC042		0000	Capital Grant - State	17,500
599999	30	11900	REC042		CNST	Repair/Overlay Parking Lots, Various Locations	17,500
498410	30	11900	REC046		0000	Capital Grant - State	135,000
599999	30	11900	REC046		CNST	County Parks Bathroom/Drinking Fountain Upgrade	135,000
498410	30	11900	REC053		0000	Capital Grant - State	187,500
599999	30	11900	REC053		CNST	Roof Replacements at Various Locations	187,500
498410	30	11900	REC052		0000	Capital Grant - State	120,000

Explain
Budget Adjustment

FY22 State Local Parks and Playground Infrastructure capital grant funds to be received by the County. Funds to support park projects as approved by the Board of County Commissioners on 7-20-21.

Required Action by
County Commissioners

☐ No Approval Required

☒

Approval Required

Approval Date if
Known

[illegible]



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

Division Director / Elected Official Authorization

Budget & Finance Director Approval

County Administrator Approval

County Commissioners Approval

Andrew Eshleman

Digitally signed by Andrew Eshleman
Date: 2021.09.14 09:33:28 -04'00'

Transaction/Post -Finance

Deputy Director - Finance

Preparer, if applicable

Kelcee Mace

Digitally signed by Kelcee Mace
Date: 2021.09.13 13:49:40 -04'00'

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) + / -
498410	30	11900	REC037		0000	Capital Grant - State	-135,000
599999	30	11900	REC037		CNST	Park Equip/Surfacing Replacement, Various Locations	-135,000
498410	30	11900	REC042		0000	Capital Grant - State	-45,000
599999	30	11900	REC042		CNST	Repair/Overlay Parking Lots, Various Locations	-45,000
498410	30	11900	REC044		0000	Capital Grant - State	-85,000
599999	30	11900	REC044		CNST	Antietam Creek Water Trail	-85,000

Explain
Budget Adjustment

FY22 Budget adjustment for two capital projects under REC037 and REC042, where State Program Open Space (POS) funding was budgeted, but those projects were not able to be funded in the County's POS program. Budget adjustment for REC044 for a state grant Heritage Area Grant that was applied for but the County was not successful in receiving award.

Required Action by
County Commissioners

☐ No Approval Required

☒ Approval Required

Approval Date if
Known



Agenda Report Form

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase/Installation of Playground Equipment (INTG-21-0069) for Parks and Recreation Department

PRESENTATION DATE: October 19, 2021

PRESENTATION BY: Rick Curry, CPPO, Director, Purchasing Department and Andrew Eshleman, P.E., Division Director, Public Works

RECOMMENDED MOTION: Move to authorize by Resolution, Parks and Recreation Department to purchase and have installed playground equipment at various parks within the county from Playground Specialist, Inc. of Thurmont, MD and to utilize the Houston-Galveston Area Council (HGAC) contract #PR11-20 for the total sum listed below and to purchase various playground equipment from Kompan, Inc. of Austin, TX and to utilize the Omnia contract #2017001135 for the total sum listed below.

<u>Playground Equipment</u>	<u>Vendor</u>	<u>Quoted Amount</u>
Clear Spring Park	Kompan, Inc.	\$399,888.76
Marty Snook Park	Austin, TX	
Pen Mar Park		
Camp Harding Park	Playground Specialists, Inc.	<u>\$374,050.76</u>
Chestnut Grove Park	Thurmont, MD	\$773,939.52
Rectangle Hip Shade at Marty Snook		

REPORT-IN-BRIEF: Section §1-106.3 of the Public Local Laws of Washington County grants authorization for the County to procure goods or services under contracts entered into by other government entities. On items over \$50,000 a determination to allow or participate in an intergovernmental cooperative purchasing arrangement shall be by Resolution and shall indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings.

The County will benefit with the direct cost savings in the purchase of the equipment because of economies of scale these contracts have leveraged. I am confident that any bid received as a result of an independent County solicitation would exceed the spend savings that the HGAC and Omnia contracts provide through this agreement. Acquisition of the equipment by utilizing the HGAC

and Omnia contracts and eliminating our county's bid process would result in an administrative and cost savings for the Parks and Facilities Department in preparing specifications and the Purchasing Department facilitating the bid process.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted for the purchase of the equipment in 515000-30-11900 – REC037 account.

CONCURRENCES: N/A

ALTERNATIVES:

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

ATTACHMENTS: Playground Specialists, Inc. quotes and Kompan, Inc. quotes.

AUDIO/VISUAL NEEDS: N/A



Playground Specialists Inc
29 Apples Church Road
Thurmont, MD 21788
(800) 385-0075
www.playspec.com

ADDRESS

WASHINGTON COUNTY
PARKS AND RECREATION
ATTN: ANDREW ESHLEMAN
11400 ROBINWOOD DRIVE
HAGERSTOWN, MD 21742

SHIP TO

CAMP HARDING
C/O PLAYGROUND
SPECIALISTS

Proposal 24843A**DATE** 09/13/2021**SALES REP**

TIM BOYLE

TYPE	QTY	RATE	AMOUNT
NOTE HGAC CONTRACT #PR11-20			
PLAYWORLD EQUIPMENT P080421-1B - CUSTOM PLAYGROUND DESIGN PER DRAWING	1	146,495.00	146,495.00
DISCOUNT HGAC CONTRACT 10% DISCOUNT OFF PLAYWORLD LIST PRICE	1	-14,649.50	-14,649.50
WOODCARPET PROVIDE 200 CY WOODCARPET EWF FOR 9" COMPACTED DEPTH	200	23.00	4,600.00
INSTALLATION CERTIFIED INSTALLATION OF ALL EQUIPMENT AND EWF ABOVE INCLUDING LIFETIME INSTALLATION WARRANTY ON PLAYWORLD EQUIPMENT	1	48,548.00	48,548.00
SEED & STRAW SEED AND STRAW ALL DISTURBED AREAS	1	500.00	500.00
NOTE SITE TO BE GRADED BY OTHERS AND READY FOR NEW EQUIPMENT AND SURFACING PRIOR TO INSTALLATION			

*Net 30 w/ PO

*3% service charge for all credit card payments.

*Pricing only guaranteed for 30 days unless specified above.

*Absolutely no engineering, permit fees, bonding, or additional
insurance included in above pricing unless specified on line item.

*Additional mobilization, poor soils, limited access, or utility
issues may result in change orders.

*Standard lead times always apply. Contact sales agent for
details.

**Sign and return when approved. Thank you!

SUBTOTAL	185,493.50
TAX (0)	0.00
SHIPPING	9,400.00

TOTAL	\$194,893.50
--------------	---------------------

Accepted By

Accepted Date




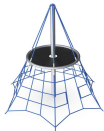
Sales Proposal

WASHINGTON COUNTY P&R
David Brooks
1307 South Potomac St.
HAGERSTOWN, MD 21740

Quote No. SP105581-1
Customer No. C0004190
Document Date 09/20/2021
Expiration Date 11/19/2021

Sales Representative Teresa Paddy
E-Mail TerPad@Kompan.com
Phone No. 443-960-0331 / 800-426-9788

Project Name US274606 Clear Spring Park

No.	Description	Qty Unit	Unit Price	Discount %	Net Price
<u>KSW926-CUSTOM</u>	KSW926 CUSTOM VARIANT 20132466	1 Pieces	10,180.00	10.00	9,162.00
					
<u>COR105131-CUSTOM</u>	COR105131-CUSTOM VARIANT 20130853	1 Pieces	62,330.00	10.00	56,097.00
					
<u>PCE111703-0901</u>	Yosemite with Shade - Sky In-ground 90cm	1 Pieces	31,420.00	10.00	28,278.00
					
<u>COR243011-0802</u>	Crumb Net - Blue In-ground 80cm	1 Pieces	12,450.00	10.00	11,205.00
					
INSTALL SPECIAL	Project Installation (Special Offer)	1 Pieces	32,400.00	5.00	30,780.00
US-CUSTOM-INSTALL	Installation of Engineered Wood Fiber 3710 SF	1 Pieces	12,000.00	5.00	11,400.00
US-CUSTOM-INSTALL	Installation of Filter Fabric	1 Pieces	1,780.00	5.00	1,691.00
US-EXCAVATION	Excavation of Rock at \$140/hour	10 Sq. Feet	140.00	5.00	1,330.00

Sales Proposal

WASHINGTON COUNTY P&R
David Brooks
1307 South Potomac St.
HAGERSTOWN, MD 21740

Quote No. SP105581-1
Customer No. C0004190
Document Date 09/20/2021
Expiration Date 11/19/2021

Sales Representative Teresa Paddy
E-Mail TerPad@Kompan.com
Phone No. 443-960-0331 / 800-426-9788

Project Name US274606 Clear Spring Park

No.	Description	Qty	Unit	Unit Price	Discount %	Net Price
FREIGHT	Freight	1	Pieces	4,358.43		4,358.43

Description	Qty	Retail Price	Discount	Net Price
No. of Products	4			
Subtotal - Products		116,380.00	11,638.00	104,742.00
Subtotal - Sitework		1,400.00	70.00	1,330.00
Subtotal - Installation		46,180.00	2,309.00	43,871.00
Subtotal - Freight		4,358.43		4,358.43
Total USD				154,301.43

Business Agreement OMNIA Partners Contract
Payment Terms 50% Prepayment, 50% Net 30 days

Installation Site Address

Clear Spring Park
David Brooks
12424 Big Spring Road
Clear Spring, MD 21722

Sales Proposal

WASHINGTON COUNTY P&R
David Brooks
1307 South Potomac St.
HAGERSTOWN, MD 21740

Quote No. SP105581-1
Customer No. C0004190
Document Date 09/20/2021
Expiration Date 11/19/2021

Sales Representative Teresa Paddy
E-Mail TerPad@Kompan.com
Phone No. 443-960-0331 / 800-426-9788

Project Name US274606 Clear Spring Park

Applicable sales tax will be added unless a valid tax exemption certificate is provided. This amount is only an estimate of your tax liability.

Your acceptance of this proposal constitutes a valid order request and includes acceptance of terms and conditions contained within the Master Agreement, which is hereby acknowledged.

Acceptance of this proposal from KOMPAN is acknowledged by issuance of an order confirmation by an authorized KOMPAN representative.

Prices in this quotation are good until expiration date, shown in the top of this document. After that date, this proposal may be withdrawn.

KOMPAN Products are "Buy American" qualified, and compliant with the Buy American Act of 1933 and the "Buy American" provision of ARRA of 2009.

KOMPAN Authorized Signature:

Accepted By (signature): _____

Accepted By (please print): _____

Date: _____



Sales Proposal

WASHINGTON COUNTY P&R
David Brooks
1307 South Potomac St.
HAGERSTOWN, MD 21740

Quote No. SP105432-1
Customer No. C0004190
Document Date 09/13/2021
Expiration Date 11/12/2021

Sales Representative Teresa Paddy
E-Mail TerPad@Kompan.com
Phone No. 443-960-0331 / 800-426-9788

Project Name US274608 Marty Snook Park

No.	Description	Qty Unit	Unit Price	Discount %	Net Price
<u>KSW924-CUSTOM</u>	KSW924 CUSTOM VARIANT 20132273	1 Pieces	5,360.00	20.00	4,288.00
					
<u>GXY960012-3717</u>	Supernova - Grey/Lime Green In-ground 90cm	1 Pieces	8,560.00	30.00	5,992.00
					
US-CUSTOM-SURFACING	Surfacing per SF	1,500 Sq. Feet	3.50	10.00	4,725.00
INSTALL SPECIAL	Project Installation (Special Offer)	1 Pieces	5,000.00	20.00	4,000.00
FREIGHT	Freight	1 Pieces	938.35		938.35

Description	Qty	Retail Price	Discount	Net Price
No. of Products	2			
Subtotal - Products		13,920.00	3,640.00	10,280.00
Subtotal - Surfacing		5,250.00	525.00	4,725.00
Subtotal - Installation		5,000.00	1,000.00	4,000.00
Subtotal - Freight		938.35		938.35
Total USD				19,943.35

Business Agreement OMNIA Partners Contract
Payment Terms 50% Prepayment, 50% Net 30 days

Installation Site Address

Marty Snook Park
David Brooks
17901 Halfway Blvd.
Hagerstown, MD 21740

Sales Proposal

WASHINGTON COUNTY P&R
David Brooks
1307 South Potomac St.
HAGERSTOWN, MD 21740

Quote No. SP105432-1
Customer No. C0004190
Document Date 09/13/2021
Expiration Date 11/12/2021

Sales Representative Teresa Paddy
E-Mail TerPad@Kompan.com
Phone No. 443-960-0331 / 800-426-9788

Project Name US274608 Marty Snook Park

Applicable sales tax will be added unless a valid tax exemption certificate is provided. This amount is only an estimate of your tax liability.

Your acceptance of this proposal constitutes a valid order request and includes acceptance of terms and conditions contained within the Master Agreement, which is hereby acknowledged.

Acceptance of this proposal from KOMPAN is acknowledged by issuance of an order confirmation by an authorized KOMPAN representative.

Prices in this quotation are good until expiration date, shown in the top of this document. After that date, this proposal may be withdrawn.

KOMPAN Products are "Buy American" qualified, and compliant with the Buy American Act of 1933 and the "Buy American" provision of ARRA of 2009.

KOMPAN Authorized Signature:

Accepted By (signature): _____

Accepted By (please print): _____

Date: _____

**Playground Specialists Inc**

29 Apples Church Road
Thurmont, MD 21788
(800) 385-0075
www.playspec.com

ADDRESS

WASHINGTON COUNTY
PARKS AND RECREATION
ATTN: ANDREW ESHLEMAN
11400 ROBINWOOD DRIVE
HAGERSTOWN, MD 21742

SHIP TO

CHESTNUT GROVE
C/O PLAYGROUND
SPECIALISTS

Proposal 24844A**DATE** 09/13/2021**SALES REP**

TIM BOYLE

TYPE	QTY	RATE	AMOUNT
NOTE HGAC CONTRACT #PR11-20			
PLAYWORLD EQUIPMENT P081821-5A - CUSTOM PLAYGROUND DESIGN - AREA #1	1	76,745.00	76,745.00
PLAYWORLD EQUIPMENT P081821-6A - CUSTOM PLAYGROUND DESIGN - AREA #2	1	22,050.00	22,050.00
PLAYWORLD EQUIPMENT P081821-8A - CUSTOM PLAYGROUND DESIGN - AREA #4	1	3,137.00	3,137.00
DISCOUNT HGAC CONTRACT 10% DISCOUNT OFF PLAYWORLD LIST PRICE	1	-10,193.20	-10,193.20
BERLINER PLAY EQUIPMENT 95.340.097 - O'TANNENBAUM 3.1 - AREA #3	1	14,109.00	14,109.00
DISCOUNT HGAC CONTRACT 6% DISCOUNT OFF BERLINER LIST PRICE	1	-846.54	-846.54
WOODCARPET PROVIDE 175 CY WOODCARPET EWF FOR 9" COMPACTED DEPTH	175	23.00	4,025.00
INSTALLATION CERTIFIED INSTALLATION OF ALL EQUIPMENT AND EWF ABOVE INCLUDING LIFETIME INSTALLATION WARRANTY ON PLAY EQUIPMENT	1	38,837.00	38,837.00
SEED & STRAW SEED AND STRAW ALL DISTURBED AREAS	1	500.00	500.00
NOTE SITE TO BE GRADED BY OTHERS AND READY FOR NEW EQUIPMENT AND SURFACING PRIOR TO INSTALLATION			

*Net 30 w/ PO

SUBTOTAL

148,363.26

Fax # 301-271-9239 or Email: sales@playspec.com

*3% service charge for all credit card payments.
*Pricing only guaranteed for 30 days unless specified above.
*Absolutely no engineering, permit fees, bonding, or additional insurance included in above pricing unless specified on line item.
*Additional mobilization, poor soils, limited access, or utility issues may result in change orders.
*Standard lead times always apply. Contact sales agent for details.
**Sign and return when approved. Thank you!

TAX (0)	0.00
SHIPPING	9,300.00

TOTAL	\$157,663.26
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Accepted By

Accepted Date




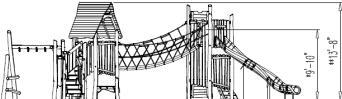

Sales Proposal

WASHINGTON COUNTY PARKS
David Brooks
1307 South Potomac St.
HAGERSTOWN, MD 21740

Quote No. SP105263-1
Customer No. C0004190
Document Date 09/03/2021
Expiration Date 11/02/2021

Sales Representative Teresa Paddy
E-Mail TerPad@Kompan.com
Phone No. 443-960-0331 / 800-426-9788

Project Name US274128 Pen Mar Park Natural Robinia Playground

No.	Description	Qty Unit	Unit Price	Discount %	Net Price
NRO826-0811	Crawling Pyramid - Brown Pigmented In-ground 80cm 	1 Pieces	3,840.00	10.00	3,456.00
ELE400065-3717GR	Tipi Carousel w/ Top Brace - Green In-ground 90cm 	1 Pieces	4,830.00	10.00	4,347.00
NRO881-1011	Double Zipline, Sloped Space - Brown In-ground 100cm 	1 Pieces	17,040.00	10.00	15,336.00
Double Tower with Valley Bridge NRO-CUSTOM	NRO-CUSTOM 893286 	1 Pieces	56,060.00	10.00	50,454.00
NRO2007-1011	Double Tower with Double Slide - Brown Pigmented In-ground 100cm 	1 Pieces	26,980.00	10.00	24,282.00
INSTALL SPECIAL	Project Installation Off Load, Assemble and Install Installation	1 Pieces	40,860.00	5.00	38,817.00
US-CUSTOM-INSTALL	of 312 CY Engineered Wood Fiber	1 Pieces	20,000.00	5.00	19,000.00
US-CUSTOM-INSTALL	Installation of Filter Fabric	1 Pieces	3,000.00	5.00	2,850.00
US-EXCAVATION	Excavation of Rock at \$140/hour	10 Pieces	140.00	5.00	1,330.00

Sales Proposal

WASHINGTON COUNTY PARKS
David Brooks
1307 South Potomac St.
HAGERSTOWN, MD 21740

Quote No. SP105263-1
Customer No. C0004190
Document Date 09/03/2021
Expiration Date 11/02/2021

Sales Representative Teresa Paddy
E-Mail TerPad@Kompan.com
Phone No. 443-960-0331 / 800-426-9788

Project Name US274128 Pen Mar Park Natural Robinia Playground

No.	Description	Qty	Unit	Unit Price	Discount %	Net Price
FREIGHT	Freight	1	Pieces	6,032.53		6,032.53

Description	Qty	Retail Price	Discount	Net Price
No. of Products	5			
Subtotal - Products		108,750.00	10,875.00	97,875.00
Subtotal - Sitework		1,400.00	70.00	1,330.00
Subtotal - Installation		63,860.00	3,193.00	60,667.00
Subtotal - Freight		6,032.53		6,032.53
Total USD				165,904.53

Business Agreement OMNIA Partners Contract
Payment Terms 50% Prepayment, 50% Net 30 days

Sales Proposal

WASHINGTON COUNTY PARKS
David Brooks
11400 ROBINWOOD DR
HAGERSTOWN COMMUNITY COLLEGE
HAGERSTOWN, MD 21742

Quote No. SP105263-1
Customer No. C0004190
Document Date 09/03/2021
Expiration Date 11/02/2021

Sales Representative Teresa Paddy
E-Mail TerPad@Kompan.com
Phone No. 443-960-0331 / 800-426-9788

Project Name US274128 Pen Mar Park Natural Robinia Playground

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KOMPAN Authorized Signature:

Accepted By (signature): _____

Accepted By (please print): _____

Date: _____

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(800) 385-0075
www.playspec.com

ADDRESS

WASHINGTON COUNTY
PARKS AND RECREATION
ATTN: ANDREW ESHLEMAN
11400 ROBINWOOD DRIVE
HAGERSTOWN, MD 21742

SHIP TO

WASHINGTON COUNTY
PARKS AND RECREATION
EXACT ADDRESS TBD

Proposal 24845A**DATE** 09/13/2021**SALES REP**

TIM BOYLE

TYPE	QTY	RATE	AMOUNT
SHADE STRUCTURE CUSTOM 52' X 28' X 10' RECTANGLE HIP SHADE STRUCTURE - SIX (6) EMBEDDED POSTS - WITHOUT GLIDE ELBOWS	1	17,694.00	17,694.00

*Net 30 w/ PO

*3% service charge for all credit card payments.

*Pricing only guaranteed for 30 days unless specified above.

*Absolutely no engineering, permit fees, bonding, or additional
insurance included in above pricing unless specified on line item.*Additional mobilization, poor soils, limited access, or utility
issues may result in change orders.*Standard lead times always apply. Contact sales agent for
details.

**Sign and return when approved. Thank you!

SUBTOTAL

17,694.00

TAX (0)

0.00

SHIPPING

3,800.00

TOTAL**\$21,494.00**

Accepted By

Accepted Date



Agenda Report Form

Open Session Item

SUBJECT: FY22 MIEMSS Cardiac Device Grant– Approval to Submit Application and Accept Awarded Funding

PRESENTATION DATE: October 19, 2021

PRESENTATION BY: David Chisholm, Deputy Director-Operations, Division of Emergency Services and Allison Hartshorn, Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Move to approve the submission of the FY22 Cardiac Device Grant application through the Maryland Institute for Emergency Medical Services Systems (MIEMSS) in the amount of \$27,617.61 and accept awarded funding.

REPORT-IN-BRIEF: The Maryland Institute for Emergency Medical Services Systems (MIEMSS) makes available to the EMS community the opportunities for funding for equipment, training and EMS related programs. This special grant program provides funds to get AED's, monitors defibrillators and upgrades to equipment. Cardiac monitors/defibrillators are utilized to assist in the assessment of cardiac patients and the delivery of critical, lifesaving interventions such as defibrillation, cardioversion and pacing of patients suffering from life threatening cardiac events.

DISCUSSION: The Division of Emergency Services was notified by the manufacturer of the Life-Pak 15 Cardiac Monitor/Defibrillators that they have discontinued a replacement part and should a failure of the part occur the existing monitors carried on various emergency response apparatus' in the County would be inoperable and unrepairable. At the October 13, 2020, Board of County Commissioners meeting two of the four devices were approved to be replaced. Two remaining devices still need to be replaced. The new devices funded by the grant would replace existing devices that are assigned to EMS 1812 (Sharpsburg) and 1801 (Deputy Director Chisholm).

The Office of Grant Management has reviewed the grant funding guidelines. There is dollar-for-dollar match requirement associated with this funding request.

FISCAL IMPACT: Provides \$27,617.61 for the Division of Emergency Services. The match (\$27,617.61) associated with this grant will be covered by the Emergency Services operating FY22 budget.

CONCURRENCES: Susan Buchanan, Director, Office of Grant Management

ALTERNATIVES: Deny approval for submission of this request

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Maryland General Assembly Legislation Requiring Multiple Early Voting Centers

PRESENTATION DATE: October 19, 2021

PRESENTATION BY: Martin Lumm, President, and Barry Jackson, Deputy Director, Board of Elections.

RECOMMENDED MOTION: Approval of Smithsburg Library as third Early Voting center in Washington County.

REPORT-IN-BRIEF:

HB745, effective October 1, 2021, alters the number of early voting centers required in each county and requires a county with at least 100,000 registered voters but fewer than 200,000 registered voters to have three early voting centers.

DISCUSSION:

Washington County currently has just under 99,000 registered voters. Because of the new election law, Washington County is required to have two (2) Early Voting centers. We believe registration will be over 100,000 by the June 2022 Election and will continue to increase. We requested and received approval in our FY22 Budget for the rental and staffing of 2 additional Early Voting centers.

FISCAL IMPACT:

No fiscal impact. The three Early Voting centers were already included in the FY22 budget.

CONCURRENCES:

ALTERNATIVES:

ATTACHMENTS:

Ch_43_hb0745T.pdf

COMAR_33_17_2_Revisions.doc

AUDIO/VISUAL NEEDS:

Chapter 43

(House Bill 745)

AN ACT concerning

Election Law – Early Voting Centers – ~~Number Required~~

FOR the purpose of altering the number of early voting centers certain counties are required to establish; clarifying the process by which one additional early voting center may be established in a county in excess of the number required to be established by law; clarifying the process by which early voting centers are designated in a county; requiring a local board of elections to take into account certain factors when determining the location of an early voting center; and generally relating to early voting centers.

BY repealing and reenacting, with amendments,

Article – Election Law

Section 10–301.1

Annotated Code of Maryland

(2017 Replacement Volume and 2020 Supplement)

SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,
That the Laws of Maryland read as follows:

Article – Election Law

10–301.1.

(a) Except as provided under Title 9, Subtitle 3 of this article, during any regularly scheduled primary or general election a voter may vote:

(1) in the voter's assigned precinct on election day; or

(2) at an early voting center in the voter's county of residence on any early voting day in accordance with this section.

(b) (1) Each county shall have at least one early voting center established in the county as prescribed in this subsection.

[(2) A county with fewer than 125,000 registered voters shall have one early voting center established in the county.

(3) A county with more than 125,000 registered voters but fewer than 200,000 registered voters shall have three early voting centers established in the county.

(4) A county with more than 200,000 registered voters but fewer than

300,000 registered voters shall have four early voting centers established in the county.

(5) A county with more than 300,000 registered voters but fewer than 450,000 registered voters shall have seven early voting centers established in the county.

(6) A county with more than 450,000 registered voters shall have eleven early voting centers.]

(2) A COUNTY WITH FEWER THAN 50,000 REGISTERED VOTERS SHALL HAVE ONE EARLY VOTING CENTER ESTABLISHED IN THE COUNTY.

(3) A COUNTY WITH AT LEAST 50,000 REGISTERED VOTERS BUT FEWER THAN 100,000 REGISTERED VOTERS SHALL HAVE TWO EARLY VOTING CENTERS ESTABLISHED IN THE COUNTY.

(4) A COUNTY WITH AT LEAST 100,000 REGISTERED VOTERS BUT FEWER THAN 200,000 REGISTERED VOTERS SHALL HAVE THREE EARLY VOTING CENTERS ESTABLISHED IN THE COUNTY.

(5) A COUNTY WITH AT LEAST 200,000 REGISTERED VOTERS BUT FEWER THAN 300,000 REGISTERED VOTERS SHALL HAVE FIVE EARLY VOTING CENTERS ESTABLISHED IN THE COUNTY.

(6) A COUNTY WITH AT LEAST 300,000 REGISTERED VOTERS BUT FEWER THAN 400,000 REGISTERED VOTERS SHALL HAVE SEVEN EARLY VOTING CENTERS ESTABLISHED IN THE COUNTY.

(7) A COUNTY WITH AT LEAST 400,000 REGISTERED VOTERS BUT FEWER THAN 500,000 REGISTERED VOTERS SHALL HAVE NINE EARLY VOTING CENTERS ESTABLISHED IN THE COUNTY.

(8) A COUNTY WITH AT LEAST 500,000 REGISTERED VOTERS BUT FEWER THAN 600,000 REGISTERED VOTERS SHALL HAVE 11 EARLY VOTING CENTERS ESTABLISHED IN THE COUNTY.

(9) A COUNTY WITH AT LEAST 600,000 REGISTERED VOTERS SHALL HAVE 13 EARLY VOTING CENTERS ESTABLISHED IN THE COUNTY.

[(7)] (10) In addition to the early voting centers required in this subsection, each county may establish one additional early voting center if ~~the State Board, in collaboration with:~~

(I) FIRST, the local board, and the governing body of the county agree to establish an additional early voting center; AND

(II) THEN, THE STATE BOARD APPROVES THE ESTABLISHMENT OF THE ADDITIONAL EARLY VOTING CENTER.

(c) **(1)** No later than 6 months before a primary election, ~~the State Board, in collaboration with~~ the local board in each county, shall, **SUBJECT TO THE APPROVAL OF THE STATE BOARD,** designate each early voting center in that county.

(2) A LOCAL BOARD SHALL TAKE INTO ACCOUNT THE FOLLOWING FACTORS WHEN DETERMINING THE LOCATION OF AN EARLY VOTING CENTER:

(I) ACCESSIBILITY OF THE EARLY VOTING CENTER TO HISTORICALLY DISENFRANCHISED COMMUNITIES, INCLUDING CULTURAL GROUPS, ETHNIC GROUPS, AND MINORITY GROUPS;

(II) PROXIMITY OF THE EARLY VOTING CENTER TO DENSE CONCENTRATIONS OF VOTERS;

(III) ACCESSIBILITY OF THE EARLY VOTING CENTER BY PUBLIC TRANSPORTATION;

(IV) ENSURING EQUITABLE DISTRIBUTION OF EARLY VOTING CENTERS THROUGHOUT THE COUNTY; AND

(V) MAXIMIZING VOTER PARTICIPATION, INCLUDING THROUGH THE USE OF COMMUNITY CENTERS AND PUBLIC GATHERING PLACES AS LOCATIONS FOR EARLY VOTING CENTERS.

(d) Each early voting center shall be open for voting as follows:

(1) beginning the second Thursday before a primary or general election through the Thursday before the election; and

(2) during the following hours:

(i) in a presidential general election, during the hours between 8 a.m. and 8 p.m. each early voting day; and

(ii) in all other elections, during the hours between 10 a.m. and 8 p.m. each early voting day.

(e) Each early voting center shall satisfy the requirements of § 10–101 of this title.

(f) Beginning 30 days prior to each early voting period the State Board and each

local board shall undertake steps to inform the public about early voting and the location of early voting centers in each county, including:

- (1) a series of public service media announcements;
- (2) mailings to all registered voters in each county; and
- (3) other measures as appropriate.

(g) Except as expressly provided in this section, any provision of this article that applies to voting on election day also applies to early voting.

(h) The State Board shall adopt regulations and guidelines in accordance with the requirements of this section for the conduct of early voting.

SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect October 1, 2021.

Enacted under Article II, § 17(b) of the Maryland Constitution, April 9, 2021.

Title 33 State Board of Elections
Subtitle 17 Early Voting
Chapter 02 Early Voting Centers

Authority: Election Law Article, §§2-102(b)(4), 2-202(b), and 10-301.1, Annotated Code of Maryland

.02 Selecting Early Voting Centers.

- A. Considerations for Early Voting Centers. A local board shall consider the following factors when determining the location of an early voting center:*
- (1) Accessibility of the early voting center to historically disenfranchised communities, including cultural groups, ethnic groups, and minority groups;*
 - (2) Proximity of the early voting center to dense concentrations of voters such that:*
 - (a) If a county has one or two early voting centers, 50 percent of the registered voters in the county live within 10 miles of one of the proposed early voting center; or*
 - (b) If a county has three or more early voting centers, 80 percent of the registered voters live within 5 miles of one of the early voting centers;*
 - (3) Accessibility of the early voting center by public transportation;*
 - (4) Ensuring equitable distribution of early voting centers throughout the county;*
 - (5) Maximizing voter participation, including through the use of community centers and public gathering places as locations for early voting centers;*
 - (6) Accommodate long lines of voters, including how voters waiting in line are protected against inclement weather; and*
 - (7) Has parking facilities sufficient for early voting taking into consideration the normal business activities of the proposed early voting center*
- B. Requirements for Early Voting Centers. A local board shall propose early voting center locations that:*
- (1) Allow a local board to install the required telecommunication needs;*
 - (2) Are of sufficient size and layout to conduct early voting, including adequate access to electricity;*
 - (3) Are accessible or can be made accessible for voters with disabilities;*
 - (4) Can store voting equipment and supplies in a secure location during non-early voting hours;*
 - (5) Have sufficient and reliable heating and air-conditioning capabilities; and*
 - (6) Can accommodate a no electioneering zone as required by Election Law Article, §16-206, Annotated Code of Maryland, exit polling as required by COMAR 33.07.08, and electioneering outside of the no electioneering zone.*

[A.] C. (text unchanged)

[B.] D. Contents of Form. The form shall include *questions related to whether the proposed early voting center meets the considerations and requirements defined in §§A and B of this Regulation*[:]

- (1) Will allow a local board to install the required telecommunication needs;
- (2) Is of sufficient size and layout to conduct early voting, including adequate access to electricity;
- (3) Is accessible or can be made accessible for voters with disabilities;

(4) Is located in the county such that:

(a) In the case of a county that is assigned one early voting center, 50 percent of the registered voters in the county live within 10 miles of the proposed early voting center; or

(b) In the case of a county that is assigned three or five early voting centers, along with the other early voting centers in the county, 80 percent of the registered voters live within 5 miles of one of the early voting centers;

(5) Has the ability to store voting equipment and supplies in a secure location during non-early voting hours;

(6) Can accommodate long lines of voters, including how voters waiting in line are protected against inclement weather;

(7) Is served by public transportation and roads;

(8) Has sufficient and reliable heating and air-conditioning capabilities;

(9) Has parking facilities sufficient for early voting taking into consideration the normal business activities of the proposed early voting center; and

(10) Can accommodate a no electioneering zone as required by Election Law Article, §16-206, Annotated Code of Maryland, exit polling as required by COMAR 33.07.08, and electioneering outside of the no electioneering zone].

[C.] E. - [G] I. (text unchanged)