



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

### ***Open Session Minutes***

**November 16, 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**

Vice-President Terry L. Baker called the regular meeting of the Board of County Commissioners of Washington County, Maryland, to order at 10:00 a.m. at 100 West Washington Street, Hagerstown, Maryland, with the following members present: Commissioner Wayne K. Keefer, and Commissioner Randall E. Wagner; President Jeffrey A. Cline and Commissioner Charles A. Burkett was absent for the duration of the meeting.

#### **APPROVAL OF MINUTES**

Commissioner Keefer, seconded by Commissioner Wagner, moved to approve the minutes of November 9, 2021. The motion passed unanimously.

#### **COMMISSIONER COMMENTS**

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

Commissioner Keefer shared continued prayers for Commissioner Burkett. Additionally, he added that Medicare Open Enrollment is continuing, and citizens may reach out to the Commission on Aging for guidance at 301.790.0275. He thanked all staff for the service provided to support the Commissioners and the County.

Commissioner Wagner congratulated Zane Schreiber for receiving the People's Choice Award; he also congratulated the Washington County Humane Society for celebrating the 100<sup>th</sup> Anniversary. He also thanked all the Veteran's who served their country.

Vice-President Baker thanked all Veterans and organizer's who participated in the events. He introduced Caden Snyder and welcomed him as candidate for County Commissioner.

#### **STAFF COMMENTS**

##### **Business Development**

Linda Spence, Business Specialist, provided the Commissioners with an update on the Online Sales and Telework Opportunity grant program (phase 2).

##### **County Clerk**

##### **Washington County Diversity and Inclusion Committee**

Commissioner Wagner, seconded by Commissioner Keefer, moved to accept the recommendation to appoint the following applicants to serve first three-year terms from November 1, 2021, through October 31, 2024: Orville Brown, Terrence Ngwa, Troy Gandy, and Shannon Gaines; also, to reappoint the following members to each serve first three-year terms from September 1, 2021 through August 31, 2024: Carlos Mellott, Maria Wentzel, and ZSun-nee Miller-Matema. This is not a paid board. The motion passed unanimously.

Washington County Disabilities Advisory Committee

Commissioner Keefer, seconded by Commissioner Wagner, moved to accept the recommendation to reappoint Troy Van Scoyoc to serve a first three-year term from November 1, 2021, through October 31, 2024; Linda Kline to serve a first three-year term from August 1, 2021, through July 31, 2024; and to appoint the following to each serve first three-year terms from November 1, 2021, through October 31, 2024: Michael Butler, Anna Burkett, and Robert Welty. This is not a paid board. The motion passed unanimously.

County Administrator

John Martirano shared that the next meeting will be Tuesday, November 30<sup>th</sup>, he wished all staff a happy and blessed Thanksgiving holiday.

**CITIZENS PARTICIPATION**

Jessica Green, Maryland Theater, introduced those involved in the Krumpee's Annual Donut Drop and shared information on the upcoming event.

**CERTIFICATE OF RECOGNITION TO TOM CLEMENS, HISTORIC DISTRICT COMMISSION**

The Board of County Commissioners presented a certificate of recognition to Tom Clemens for his volunteerism on the Historic District Commission.

**COMMERCIAL VEHICLE TRANSPORTATION FACILITY ACQUISITION AND CONSTRUCTION**

Dr. Jim Klauber, President, Hagerstown Community College, recommended approval of a budget adjustment (commitment) in the amount of \$1,500,000 to match an Economic Assistance Grant for the acquisition and renovation of a building for a Commercial Vehicle Transportation Facility at the former Gold's Gym property on Northern Avenue, Hagerstown. Dr. Klauber shared that this would provide opportunities for the college to combine various facilities.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the budget adjustment in the amount of \$1,500,000, with funding provided by the capital reserve budget, as presented. The motion passed unanimously.

**PRESENTATION OF THE JUNE 30, 2021, AUDITED FINANCIAL STATEMENTS**

Christopher Lehman, Partner, SB and Company, provided the Board with a report of the audit opinion for financial statements ending June 30, 2021.

**PERFORMANCE INCENTIVE GRANT- APPROVAL TO SUBMIT APPLICATION AND ACCEPT FUNDING AS AWARDED**

Rachel Souders, Senior Grant Manager, Office of Grant Management, and Meaghan Willis, Day Reporting Center, recommended approval to submit an application for the Performance Incentive Grant to the Governor's Office of Crime Prevention, Youth, and Victim Services, in the requested amount of \$118,038.55, and to accept funding as awarded.

Commissioner Keefer, seconded by Commissioner Wagner, moved to submit an application for the Performance Incentive Grant, in the amount of \$118,038.55, and to accept funding as awarded. The motion passed unanimously.

**INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-21-0071) – ONE KOHLER 250KW DIESEL GENERATOR**

Rick Curry, Director, Purchasing, and Mark Bradshaw, Director, Environmental Management, recommended authorizing by Resolution, for the Department of Water Quality to purchase one (1) Kohler 250KW diesel generator set from Fidelity Power Systems, Sparks, Maryland, in the amount of \$55,050, and to utilize another jurisdictions contract, Sourcewell contract #12607-KOH). Funds are budgeted in the departments capital improvement budget 515000.32.42010.LIN034.EQT00000.

Commissioner Wagner, seconded by Commissioner Keefer, moved to authorize by resolution the Intergovernmental Cooperative Purchase relating to the purchase of one Kohler 250KW Diesel Generator from Fidelity Power Systems, Sparks, Maryland, as presented. The motion passed unanimously.

(Resolution No. RS-2021-32 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is in the County Commissioners' Office.)

**INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-21-0072) – PUBLIC SAFETY TRAINING CENTER FURNITURE AND FITNESS EQUIPMENT**

Mr. Curry; Kevin Lewis, Director, Training Quality Assurance and Control; and Scott Hobbs, Director, Engineering, recommended authorizing by Resolution, for the approval of the purchase of office furniture at the contracted unit prices totaling \$406,732.58 and to utilize another jurisdiction's contract awarded by Howard County Department of County Administration (Mid-Atlantic Purchasing Team Contract 2015-42) to Duron, Inc., Owings Mills, Maryland. Also, approval of the purchase of fitness equipment at the contracted unit prices totaling \$86,713.90 and to utilize another jurisdiction's contract awarded by National Cooperative Purchasing Alliance (Contract 4400009698) to Johnson Health Tech North America, Inc. dba Matrix Fitness, Cottage Grove, Wisconsin; and to approve a budget transfer in the amount of \$495,000. The transfer of funds is in operating reserves 505906.10.11200 to the capital improvement plan project BLD093.

Commissioner Wagner, seconded by Commissioner Keefer, moved to authorize by resolution the Intergovernmental Cooperative Purchase relating to the purchase of furniture and fitness equipment for the Public Safety Training Center from Duron, Inc., Owings Mills, Maryland; and Johnson health Tech North America, inc. dba Matrix Fitness, Cottage Grove, Wisconsin; and to approve a budget transfer in the amount of \$495,000, as presented. The motion passed unanimously.

(Resolution No. RS-2021-33 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is in the County Commissioners' Office.)

**SOLE SOURCE PROCUREMENT (PUR1525) – MICROSOFT OFFICE 365 LICENSING**

Mr. Curry, and Josh O'Neal, Director, Information Systems, recommended authorizing a sole source procurement for a licensing agreement, total sum of \$186,588.66 with Software House International, Somerset, New Jersey. Funds are available in 515180.10.11000.

Commissioner Wagner, seconded by Commissioner Keefer, moved to award the sole source procurement (PUR1525) to Software House International, as presented. The motion passed unanimously.

**CONTRACT AWARD (PUR1519) FOR GASOLINE AND DIESEL FUEL DELIVERIES**

Brandi Naugle, Buyer, Purchasing, presented the recommendation to award the Gasoline and Diesel Fuel Deliveries contract (PUR1519) under Option No. 1, as four (4) separate contracts to the responsive, responsible bidders who submitted the lowest bids:

1. Contract for gasoline tank-wagon deliveries to A. C. & T. Company, Inc of Hagerstown, MD, \$192,710.03,
2. Contract for gasoline transport deliveries to Petroleum Traders Corporation of Fort Wayne, IN, \$784,099.00,
3. Contract for diesel tank-wagon deliveries to A. C. & T. Company, Inc of Hagerstown, MD, \$160,106.37,
4. Contract for diesel transport deliveries to Petroleum Traders Corporation of Fort Wayne, IN \$1,302,422.60.

The contracts will be for a one (1) year term with no option to renew; contract period to tentatively start on December 1, 2021, and end November 30, 2022. Ms. Naugle stated this will be a requirement contract and the County guarantees neither a maximum nor a minimum quantity. Funds are budgeted in various accounts for this purchase. The contract requirements for the City of Hagerstown, Washington County Public Schools and Hagerstown Community College are also included in the above recommendations. Those entities will also make their own formal contract awards.

Commissioner Keefer, seconded by Commissioner Wagner, moved to approve Option 1 for Contract PUR1519 to the responsive, responsible bidders as presented. The motion passed unanimously.

**BID AWARD (PUR1520) SWIMMING POOL AND WATER/WASTEWATER TREATMENT CHEMICALS**

Ms. Naugle and Mr. Bradshaw recommended award of the bids for Swimming Pool and Water/Wastewater Treatment Chemicals (PUR1520) to the responsive, responsible bidders with the lowest bids. The following bid awards were recommended as specified:

<b>Item #9B</b> – Sulfuric Acid (330 gallons)	Univar Solutions, USA Morrisville, PA	\$4.75/gal	55-gallon drum
<b>Item #9C</b> – Sulfuric Acid (gallon bulk)	NO BID	-	Gallon bulk
<b>Item #10</b> – Sodium Hypochlorite (5,500 gallons)	Univar Solutions USA Morrisville, PA	\$2.40/gal	55-gallon drum
<b>Item #11</b> – Potassium Permanganate (52,000 pounds)	Chemrite, Inc. Burford, GA	\$2.39/lb	55-pound pail
<b>Item #12</b> – Caustic Soda (Sodium Hydroxide) (6,050 gallons)	Univar Solutions USA Morrisville, PA	\$3.10/gal	55-gallon drum
<b>Item #13A</b> – Hydrofluosilic Acid (H <sub>2</sub> SiF <sub>6</sub> ) (75 gallons)	Univar Solutions USA Morrisville, PA	\$9.00/gal	15-gallon pail
<b>Item #13B</b> – Hydrofluosilic Acid (H <sub>2</sub> SiF <sub>6</sub> ) (165 Gallons)	Univar Solutions USA Morrisville, PA	\$4.60/gal.	55-gallon drum
<b>Item #14</b> – DelPac 2000 (Polyaluminum Chloride Hydroxide Sulfate Solution) (144,000 Pounds)	USALCO Baltimore Plant, LLC Baltimore, MD	\$0.1675/lb	Bulk pounds
<b>Item #16</b> – Sodium Hypochlorite (2,585 gallons)	Chem2o LLC Herndon, PA	\$2.05/gal	55-gallon drum

<b>Item #17</b> – Cyanuric Acid (100-200 pounds)	Amato Industries Inc. Silver Spring, MD	\$2.98/lb	Pound
<b>Item #18</b> – Calcium Chloride (500-600 pounds)	NO BID	-	50-pound container
<b>Item #19</b> – Muriatic Acid (20-40 Pounds)	Amato Industries Inc. Silver Spring, MD	\$25.00/lb	Pound
<b>Item #21</b> – DelPAC 2020 (Polyaluminum Hydroxychlorosulfate Solution) (3,080 gallons)	George S. Coyne Chemical Co. Croydon, PA	\$3.9745/gal	55-gallon drums
<b>Item #26</b> – Bacterial Enzymatic Powder (1,500 pounds)	Maryland Chemical Co., Inc. Baltimore, MD	\$9.09/lb	50-pound container
<b>Item #29</b> – DelPAC 2000 (Aluminum Chloride Hydroxide Sulfate) (220 gallons)	Univar Solutions USA Morrisville, PA	\$4.586/gal	55-gallon drum
<b>Item #30</b> – Liquid Aluminum Sulfate (10,000 gallons)	Univar Solutions USA Morrisville, PA	\$1.70/gal	Gallon bulk
<b>Item #31</b> – MicroC 2000 (11,520 gallons)	Univar Solutions USA Morrisville, PA	\$4.17/gal	240-gallon totes
<b>Item #34</b> – Magnetite (210,000 pounds)	NO BID	-	Pound bulk

The contract term is for one (1) year period with no option for renewals, tentatively beginning December 1, 2021, and ending November 30, 2022, with no option for renewal. The recommendations are for the County's requirements only; the City of Hagerstown shall make its awards independently from the County.

Commissioner Wagner, seconded by Commissioner Keefer, moved to award the bids for contract PUR1520 to the responsive, responsible bidders with the lowest bids specified above. The motion passed unanimously.

#### **BUDGET ADJUSTMENT – HANGAR 21 VESTIBULE**

Mr. Hobbs, and Rick Johnson, Director, Hagerstown Regional Airport, recommended approval of a budget transfer to the Hangar 21 Vestibule project (BLD099) at the Hagerstown Regional Airport.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the budget transfer as presented. The motion passed unanimously.

#### **PAY SCALE ADJUSTMENTS – STATE OF MARYLAND MINIMUM WAGE AND TARGETED PART-TIME EMPLOYEE POSITION DIFFERENTIALS**

Larry Etchison, Director, Human Resources, presented the recommendation to revise the Washington County payscale for part-time employees to \$12.50/hour due to the State of Maryland's Minimum Wage increase, which becomes effective January 1, 2022. Additionally, Mr. Etchison recommended a differential to targeted part-time employee positions for the Parks and Recreation Department, Black Rock Golf Course, Hagerstown Regional Airport, and the Transit Department. Mr. Etchison shared that the total cost for the State of Maryland increase, and the recommended differential increase would be \$165,364.32; both increases would be effective during the pay cycle of January 7, 2022.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the increases as presented. The motion passed unanimously.



*The Commissioners recessed at 11:30 a.m. and returned to the meeting at 11:33 a.m.*

**ASSISTANCE TO FIREFIGHTERS GRANT P25 450 MHz PORTABLE RADIOS**

Dave Hays, Director, Emergency Services, recommended approval to submit an application for the Assistance to Firefighters Grant (AFG) and to provide a 10% match for all participating agencies.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the request as presented. The motion passed unanimously.

**CLOSED SESSION**

Commissioner Wagner, seconded by Commissioner Keefer, moved to convene in closed session at 11:35 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 discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the development of fire and police services and staff; and (ii) the development and implementation of emergency plans); in accordance with Sections 3-305(b) (1) and (10) of the General Provisions Article of the Annotated Code of Maryland. The motion passed unanimously; Commissioners Cline and Burkett were absent.

In closed session, the Commissioners discussed the filling of certain personnel vacancies with specific candidates, the Board provided staff direction in regards thereto. The Commissioners further discussed the provision of emergency services, staffing and response planning.

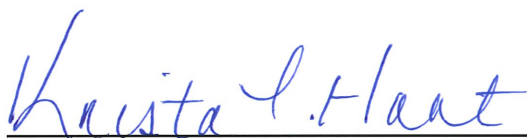
Present during closed session were Commissioners Jeffrey A. Cline, Terry L. Baker, Wayne K. Keefer, Randall E. Wagner, and Charles A. Burkett; also, present were John M. Martirano, County Administrator; Kirk C. Downey, County Attorney, and Krista L. Hart, County Clerk. Additionally, the following staff members were present at times: Larry Etchison, Director, Human Resources; David Hays, Director, Emergency Services; David Chisholm, Deputy Director, Emergency Services; Dale Fishack, President, Washington County Volunteer Fire and Rescue; Chief Robert Buck, Community Rescue Service.

**RECONVENE IN OPEN SESSION**

Commissioner Keefer, seconded by Commissioner Wagner, moved to reconvene in open session at 12:58 p.m. The motion passed unanimously.

**ADJOURNMENT**

Commissioner Keefer, seconded by Commissioner Wagner, moved to adjourn the meeting 12:59 p.m. The motion passed unanimously.



Krista L. Hart, County Clerk