



Board of County Commissioners of Washington County, Maryland

Open Session Minutes

March 22, 2022

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 10:30 a.m. at 100 West Washington Street, Hagerstown, Maryland, with the following members present: Vice-President Terry L. Baker; Commissioner Wayne K. Keefer; and Commissioner Randall E. Wagner; Commissioner Charles A. Burkett was absent.

APPROVAL OF MINUTES

Commissioner Baker, seconded by Commissioner Wagner, moved to approve the minutes of March 8, 2022. The motion passed unanimously.

COMMISSIONER COMMENTS

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

Commissioner Keefer thanked the members of the Delegation for supporting the gas tax relief. Additionally, he shared that several staff members have contacted him regarding teleworking and/or working four (4) ten-hour shifts due to the potential increase in gas prices (following the 30-day period). John Martirano, County Administrator will address a telework policy and return to the Board during a future meeting.

Commissioner Wagner echoed Commissioner Keefer's comments. Additionally, he congratulated recent Eagle Scout Honorees, Andrew Neisser and Nicholas Bofenkamp.

President Cline welcomed Hitachi Rails to Washington County and thanked Scott Hobbs, Director, Engineering, and his staff for the efforts put forth in bringing it to Washington County. Additionally, he thanked staff of the Highway Department for reacting promptly to snow squalls over the weekend and keeping the roadways safe. He further recognized the Commission on Aging for a successful 50th Anniversary and Gala and thanked Paulie Ward for acting as the "photographer".

STAFF COMMENTS

Emergency Services

Eric Jacobs provided the Commissioners with an update regarding the fire incident which previously occurred on Carter Lane. Additionally, he provided details on the sub-committees and those assisting with the committee.

County Administrator

John Martirano echoed President Cline's comments regarding Hitachi Rail and added a thanks to Business Development and Public Relations. Additionally, he thanked the staff of the Purchasing Department. The Commissioners honored the staff of the Purchasing Department for Purchasing Month by presenting a proclamation.

CITIZEN PARTICIPATION

Emily Stiles, Washington County, and Alternate State of Maryland Dairy Princess provided the Board with an update on the American Farmer. The Commissioners thanked Ms. Stiles for her service.

Dave Williams, West Water Street, Smithsburg, shared his support for the Washington County Public School budget.

INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-22-0083) – IRRIGATION EQUIPMENT

Brandi Naugle, Buyer, Purchasing, and George Sweitzer, Assistant Golf Course Superintendent, recommended authorization by Resolution for the Black Rock Golf Course to purchase irrigation equipment for the total cost of \$52,530.55 and to utilize another jurisdiction's contract that was awarded by the State of Maryland (Contract #001B600308) to Turf Equipment, Jessup, Maryland (MD); funding is available from the departments operating account, 600600-46-46030.

Commissioner Wagner, seconded by Commissioner Baker, moved to award INTG-22-0083 to Turf Equipment, Jessup, MD, in the amount of \$52,530.55, as presented. The motion passed unanimously.

(Resolution No. RS-2022-11 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is located in the County Commissioners' Office.)

FISCAL YEAR 2023 (FY23) SCHOOL BASED HEALTH CENTER GRANT – APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING

Rachel Souders, Senior Grant Manager, Office of Grant Management, requested approval to submit a grant application for the FY23 School Based Health Center Grant Program to the Maryland State Department of Education in the amount of \$238,384 and to accept awarded funding. Funding in the amount of \$10,019 is included in the award for County administrative support.

Commissioner Baker, seconded by Commissioner Keefer, moved to approve the submission of a grant application for the FY23 School Based Health Center Grant in the amount of \$238,384 and to accept the funding as awarded. The motion passed unanimously.

FISCAL YEAR 2023 (FY23) ANNUAL TRANSIT GRANT APPLICATION

Kevin Cerrone, Director, Transit Department, and Ms. Souders requested authorization to file an application for a grant in the amount of \$1,515.118 under the Federal Transit Act for Federal and State operational and capital grant funding through the Annual Transportation Improvement Plan. Grant funds are used to operate the Section 5307 Public Transportation Program - Fixed Route Transit, the American Disability Act Complementary Paratransit Program, the Statewide Special Transportation Assistance Program, also known as the Ride Assist Voucher Program and Capital Assistance Program. The local match requirement associated with the FY23 application is \$681,684 for the 5307 Operating Grant (General Funds), and \$13,630 for the 5307 Capital Grant (General Funds), and \$48,972 for SSTAP Grant.

Commissioner Keefer, seconded by Commissioner Wagner, moved to approve the resolution authorizing the filing of the application for a grant under the Federal Transit Act and approve the execution of the grant agreement upon receipt, subject to review and the approval by the County Attorney's Office. The motion passed unanimously.

(Resolution No. RS-2022-12 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is in the County Commissioners' Office.)

OFFICE OF PROBLEM-SOLVING COURTS DISCRETIONARY GRANT – APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING

Kristin Grossnickle, Court Administrator, Circuit Court, and Ms. Souders requested approval for the submission an application in the amount of \$309,351.57 for the FY23 Office of Problem-Solving Courts Discretionary Grant, and to accept funding as awarded. The Grant would assist with the operation of the Adult Drug Court Program, which will provide supervision and access to services for court involved, substance dependent participants.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the submission of the FY23 Office of Problem-Solving Courts Discretionary Grant application in the amount of \$309.351.57 and to accept the funding as awarded. The motion passed unanimously.

ENHANCED NUTRIENT REMOVAL AT WASHINGTON COUNTY'S WASTEWATER TREATMENT PLANT (WwTP)

Mark Bradshaw, Director, Environmental Management, recommended approval of change order #17 to Buchart-Horn, Inc. in the amount of \$27,599 for the Smithsburg WwTP project.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the change order to Buchart-Horn, Inc. in the amount of \$27,599, as presented. The motion passed unanimously.

CONSTRUCTION BID AWARD: SPRING 2022 TREE PLANTING CONTRACT NUMBER SR-TP-299-28

Scott Hobbs, Director, Engineering, recommended award of the bid for the Spring 2022 Tree Planting contract to the lowest responsive, responsible bidder, Conservation Services, Inc., Waynesboro, Virginia (VA) in the amount of \$138,459.93. Mr. Hobbs added that the project is a ninety (90) consecutive day contract with an anticipated Notice to Proceed date of April 2022, completion expected in June 2022; liquidated damages in the amount of \$100 per calendar day for work beyond the completion date.

Commissioner Keefer, seconded by Commissioner Wagner, moved to approve the bid award of contract number SR-TP-299-28 in the amount of \$138,459.93 to Conservation Services, Inc., Waynesboro, VA, as presented. The motion passed unanimously.

CONSTRUCTION BID AWARD: PAVEMENT MAINTENANCE AND REHABILITATION PROGRAM FISCAL YEAR 2022 HOT MIX ASPHALT APPLICATIONS, CONTRACT NUMBER MS-PMP-297-28

Mr. Hobbs recommended award of the bid for the Pavement Maintenance and Rehabilitation Program (PMP) Fiscal Year 2022 (FY22) Hot Mix Asphalt Applications (HMA) contract to the lowest responsive, responsible bidder, Craig Paving, Inc., Hagerstown, Maryland (MD), in the amount of \$3,352,970.85, which includes the option to extend the contract for a period of up to two (2), one-year extensions. Mr. Hobbs added that contract provides one hundred eighty-five (185) consecutive calendar days to complete the work with an anticipated Notice to Proceed date on or about April 4, 2022 with a final completion date of October 5, 2022; liquated damages in the amount of \$500 per calendar day will be accrued for work beyond the stated completion date.

Commissioner Baker, seconded by Commissioner Wagner, moved to approve the bid award of contract number MS-PMP-297-28 in the amount of \$3,352,970.85 to Craig Paving, Inc, Hagerstown, MD, as presented. The motion passed unanimously.

CONTRACT AWARD (PUR1522) – GROUP HEALTH INSURANCE (MEDICAL, PRESCRIPTION, CARE MANAGEMENT/ WELLNESS, DENTAL, VISION)

Rick Curry, Director, Purchasing; Liz Logsdon, Account Executive, and Matt Wing, Business Unit President, CBIZ Benefits and Insurance Services, Inc., recommended approval to award County employee health insurance coverage contracts to the responsive, responsible proposers per the proposal of each in response to Request for Proposals Number PUR1522 as follows: Aetna Life Insurance Company – Hartford, CT (*incumbent*) – *Medical/Care Management/Wellness*; Employers Health/ CVS Caremark – Canton, OH (*incumbent*) – *Prescription Drug Coverage*; Delta Dental of Pennsylvania (*incumbent*) - Mechanicsburg, PA – *Dental Coverage*; and EyeMed – Mason, OH – *Vision Coverage*, as unanimously recommended by the Coordinating Committee.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve award of PUR1522 as presented. The motion passed unanimously.

BID AWARD (PUR1534) – NETWORKING EQUIPMENT

Mr. Curry, and Josh O’Neal, Director, Information Systems, recommended approval of the purchase of networking equipment from Teltek Systems, Inc., Westminster, Maryland (MD), who submitted the lowest total sum bid in the amount of \$231,239.72. Mr. Curry explained that the equipment is necessary to provision computers, telephones, security systems, and other connected technologies at the new Public Safety Training Center; funds are budgeted in the department’s construction project budget account BLD093.

Commissioner Baker, seconded by Commissioner Wagner, moved to approve award of PUR1534 to Teltek Systems, Inc., Westminster, MD, in the amount of \$231,29.72, as presented. The motion passed unanimously.

BID AWARD (PUR1529) – PURE ARRAY STORAGE CAPACITY EXPANSION

Mr. Curry and Mr. O’Neal recommended approval to award the procurement of Pure Array Storage Capacity to the responsible, responsive bidder, GHA Technologies, Inc., Scottsdale, Arizona (AZ), for the total lowest sum of \$150,122.32; this technology will increase capacity to provide teleworkers.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the award of PUR1529 to GHA Technologies, Inc., Scottsdale, AZ, in the amount of \$150,122.32, as presented. The motion passed unanimously.

MINOR BOUNDARY MODIFICATION WITHIN THE FOREIGN TRADE ZONE #255

Linda Spence, Business Specialist, Business Development, presented the recommendation to approve and execute a letter, as the Foreign Trade Zone #255 Grantee, requesting a Minor Boundary Modification at the Lakeside Corporate Center’s Subzone, located at 200 Castle Drive, Cascade, Maryland.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the request for a letter, and the execution of said letter, as presented. The motion passed unanimously.

CONSTRUCTION BID REJECTION: MARTIN LUTHER KING BUILDING ELECTRICAL SERVICE UPGRADE

Andrew Eshleman, Director, Public Works, recommended approval to reject the sole and low bid from Monacacy Valley Electric, Inc., in the amount of \$215,000 for the Martin Luther King Building Electric Service Upgrade, and to readvertise the project; the engineer’s estimate for the work is \$125,000.

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the rejection of the bid from Monacacy Valley Electric, Inc. in the amount of \$215,000 and to readvertise the project, as presented. The motion passed unanimously.

The Commissioners recessed at 11:09 a.m. and returned to the meeting at 11:24 a.m.

FISCAL YEAR 2022 BUDGET ADJUSTMENTS TO THE WASHINGTON COUNTY BOARD OF EDUCATIONS (BOE) GENERAL FUND BUDGET

Jeffrey Proulx, Chief Operating Officer, and David Brandenburg, Executive Director of Finance, Washington County Public Schools presented for approval, budget adjustments to the Board of Education's (BOE) Fiscal Year 2022 (FY22) General Fund Budget. Mr. Proulx reviewed the changes to the budget as approved by the BOE on March 1, 2022, as outlined.

Commissioner Wagner, seconded by Commissioner Baker, moved to approve the budget adjustments to the BOE FY22 General Fund Budget as presented. The motion passed unanimously.

FISCAL YEAR 2023 (FY23) GENERAL FUND BUDGET – HAGERSTOWN COMMUNITY COLLEGE (HCC)

Dr. James Klauber, President; John Williamson, Chairman, Board of Trustees, and Heike Soeffker-Culicerto, Vice President, Administration and Finance, provided the Board with an overview pertaining to the FY23 budget request, submitted at \$10,035,290, which represents a 0% increase over FY22.

Commissioner Keefer expressed his appreciation to Dr. Klauber and staff for the diligence in bringing consistency in budget submissions year after year; he added that he would like to find a means to fund the HCC bleacher project as presented; staff was instructed to identify an area to fund the \$150,000 requested.

FISCAL YEAR 2023 (FY23) GENERAL FUND BUDGET – HAGERTOWN REGIONAL AIRPORT

Rick Johnson, Director, presented the Board with an overview of the Hagerstown Regional Airport's FY23 budget request, submitted at \$2,177,330, an increase of \$156,410 or 7.74% from FY22. Mr. Johnson has presented a proposed 3% increase in T-Hangar Rent Increase, which would be further discussed via public hearing.

FISCAL YEAR 2023 (FY23) GENERAL FUND BUDGET – WATER QUALITY

Mark Bradshaw, Director, Environmental Management, and Kelcee Mace, Interim CFO, presented the Board with an overview pertaining to the FY23 budget request, consisting of \$5,105,590 for Utility Fund, \$1,209,420 for Water Fund, \$12,086,930 for Sewer Fund, and \$472,860 for Pretreatment Fund. Mr. Bradshaw recommended a rate increase to the Water Fund of 3.5%, providing \$26,000 in revenue; and a 3.5% increase to the Sewer Fund, providing \$374,432 in revenue; with the proposed rate increases, Ms. Mace requested consensus from the Commissioners to advertise for a public hearing regarding same.

The Commissioners reached a consensus to proceed with the proposed Water and Sewer Rate Increase Public Hearing.

FISCAL YEAR 2023 (FY23) GENERAL FUND BUDGET – SOLID WASTE

Dave Mason, Deputy Director, Solid Waste, presented the Board with an overview of the Solid Waste FY23 budget request, submitted at \$9,056,160, an increase of \$683,890 or 8.17% from FY22. Mr. Mason shared that there is no proposed increase to Landfill Permit Fee's; however, he is proposing a new, separate fee for mattress disposal of \$5 per mattress, up to five (5); after five (5), the tonnage fee would apply; currently, the fee is \$10 per mattress, which reflects the minimum

tonnage fee. Also, Mr. Mason advised of a Compost Fee change from \$20 per ton to \$30 per ton to assist with processing charges/fuel prices.

The Commissioner's reached a consensus to proceed with the proposed Solid Waste Fee Increase Public Hearing.

FISCAL YEAR 2023 (FY23) GENERAL FUND BUDGET – COMMISSION ON AGING

Amy Olack, CEO; Ed Lough, President, and Tim Delbrugge, Vice-President, Board of Directors, provided the Board with an overview pertaining to the FY23 budget request, submitted at \$967,760, which represents a \$23,610 increase over FY22.

FISCAL YEAR 2023 (FY23) PERSONNEL REQUESTS

Deborah Condo, Interim Director, Human Resources, and Ms. Mace provided the Board with information on personnel requests as submitted through the budget process by various departments for FY23. Ms. Mace shared that the total amount of personnel requests for FY23 is \$1,395,860 with approved recommendations from the review committee total \$889,100.

FISCAL YEAR 2023 (FY23) GENERAL FUND BUDGET – PROPOSED (Draft 1)

Ms. Mace and Kim Edlund, Director, Budget & Finance, provided the Board with an overview of the Proposed FY23 General Fund Budget, Draft 1, which totals \$266,715,390.

CLOSED SESSION

Commissioner Baker, seconded by Commissioner Keefer, moved to convene in closed session at 1:05 p.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 a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; and to consult with counsel to obtain legal advice on a legal matter, in accordance with Section 3-305(b) (1) of the General Provisions Article of the Annotated Code of Maryland. The motion passed unanimously.

In closed session, the Commissioners discussed the filling of personnel vacancies and a business proposal. The Commissioners also discussed a legal contract and consulted with counsel on said matter.

Present during closed session were Commissioners Jeffrey A. Cline, Terry L. Baker, Wayne K. Keefer, and Randall E. Wagner; Commissioner Charles A. Burkett was absent; also, present were John M. Martirano, County Administrator; Kirk C. Downey, County Attorney, and Michelle Priebe, Executive Office Associate. Additionally, the following staff member was present at times: Deb Condo, Interim Director, Human Resources; Machel Dwyer, Recruiter, Human Resources; Scott Hobbs, Director, Engineering; and Susan Grimes, Director, Business Director.

RECONVENE IN OPEN SESSION

Commissioner Baker, seconded by Commissioner Wagner, moved to reconvene in open session at 1:45 p.m. The motion passed unanimously.

STAFF COMMENTS, continued

Deb Condo, Interim Director, Human Resources, presented the recommendation to hire Joseph Moss for the position of Deputy Director, Engineering Sewer (Grade 17, Step 1, \$70,928); the position is vacant due to the promotion of Mark Bradshaw.

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

Ms. Condo presented the recommendation to promote Jason Grabill for the position of Communication Specialist III, Wireless Communications (Grade 13, Step 1 \$51,146).

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

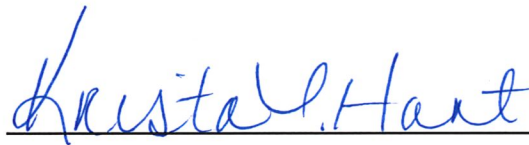
PITTSBURGH INSTITUTE OF AERONAUTICS EXPANSION FUNDING REQUEST

Susan Grimes, Director, Business Development; Suzanne Markle, President/CEO, Pittsburgh Institute of Aeronautics (PIA); and Bernard Adams, Campus Director, Hagerstown Campus PIA, recommended approval of a match funding share in the amount of \$105,884, and to execute a letter of support for the purpose of the Hagerstown PIA Campus Expansion. Ms. Grimes shared that PIA is requesting \$1,694,144 through the EDA American Rescue Plan Economic Adjustment Assistance Program, thus requesting a 25% match. Ms. Grimes identified the funding source as the Hotel Rental Tax Fund.

Commissioner Keefer, seconded by Commissioner Wagner, moved to approve the funding as requested and to execute a letter of support, as presented. The motion passed unanimously.

ADJOURNMENT

Commissioner Baker, seconded by Commissioner Wagner, moved to adjourn the meeting 1:50 p.m. The motion passed unanimously.



Krista L. Hart, *County Clerk*