



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

**May 24, 2022**

### **OPEN SESSION AGENDA**

- 10:00 AM      MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE  
CALL TO ORDER, *President Jeffrey A. Cline*  
APPROVAL OF MINUTES: *May 17, 2022*
- 10:05 AM      COMMISSIONERS' REPORTS AND COMMENTS
- 10:15 AM      STAFF COMMENTS
- 10:20 AM      CITIZEN PARTICIPATION
- 10:30 AM      APPROVAL OF MODIFIED CHARGES, RENTALS, AND FEES AT THE  
HAGERSTOWN REGIONAL AIRPORT  
*Kelcee Mace, Interim Chief Financial Officer, Budget and Finance*
- 10:35 AM      APPROVAL OF MODIFIED LANDFILL USER FEES FOR FY2023  
*David Mason, Deputy Director, Solid Waste; Kelcee Mace, Interim Chief Financial  
Officer, Budget and Finance*
- 10:40 AM      APPROVAL OF WATER AND SEWER RATES FOR FY2023  
*Mark Bradshaw, Director, Environmental Management; Kelcee Mace, Interim Chief  
Financial Officer, Budget and Finance*
- 10:45 AM      COUNTY INCOME TAX RATE  
*Kirk C. Downey, County Attorney*
- 10:50 AM      COUNTY REAL AND PERSONAL PROPERTY TAX RATES  
*Kirk C. Downey, County Attorney*
- 10:55 AM      APPROVAL/ADOPTION OF FY2023 OPERATING AND CAPITAL BUDGETS  
*Kelcee Mace, Interim Chief Financial Officer, Budget and Finance*
- 11:00 AM      FY23 HEALTHY FAMILIES HOME VISITING GRANT - APPROVAL TO  
SUBMIT APPLICATION  
*Rachel Souders, Senior Grant Manager, Grant Management*

- 11:05 AM AMERICAN BATTLEFIELD TRUST PURCHASE OF SAVE HISTORIC ANTIETAM FOUNDATION PROPERTY IN SHARPSBURG, WITH WASHINGTON COUNTY HOLDING A LAND PRESERVATION EASEMENT AND SUBMISSION OF AMERICAN BATTLEFIELD PROTECTION PROGRAM GRANT APPLICATION  
*Chris Boggs, Rural Preservation Administrator, Planning and Zoning; Rachel Souders, Senior Grant Manager, Grant Management*
- 11:10 AM DAY REPORTING CENTER GRANT APPLICATION TO THE OPIOID OPERATIONAL COMMAND CENTER – APPROVAL TO SUBMIT APPLICATION AND ACCEPT FUNDING AS AWARDED  
*Rachel Souders, Senior Grant Manager, Grant Management; Meaghan Willis, Program Director, Day Reporting Center*
- 11:20 AM DEPARTMENT OF BUSINESS DEVELOPMENT AND SMALL BUSINESS DEVELOPMENT CENTER YEAR TO DATE UPDATE FOR 2022  
*Susan Grimes, Director, Business Development; Herb Melrath, Maryland SBDC, Washington County Office*
- 11:30 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)*
- 11:55 AM RECONVENE IN OPEN SESSION

ADJOURNMENT



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Approval of Modified Charges, Rentals, and Fees at the Hagerstown Regional Airport for FY2023

**PRESENTATION DATE:** May 24, 2022

**PRESENTATION BY:** Kelcee Mace, Interim Chief Financial Officer

**RECOMMENDED MOTION:** To adopt the proposed rates and charges for FY2023.

**REPORT-IN-BRIEF:** The Board of County Commissioners conducted a public hearing on April 26, 2022 and heard public testimony, if any, concerning the proposed modification of charges, rentals, and fees at the Hagerstown Regional Airport for FY2023.

**DISCUSSION:** An approximately 3% increase in T-Hangar rental charges is necessary to maintain compliance with fair market value grant assurance required by the FAA as well as aging facilities and operations. Increases in parking and landing fees are necessary to maintain a fee and rental structure for the facilities and services at Hagerstown Regional Airport which will make the airport as self-sustaining as possible, taking into account such factors as the volume of traffic and economy of collection. Parking and landing fees were last increased in 2019.

**FISCAL IMPACT:** Based on the proposed rate schedule, approximately \$14,508 in revenue will be generated from T-Hangar rental charges; \$330 in revenue from aircraft parking fees; and \$441 in revenue from landing fees for transients.

**CONCURRENCES:** N/A

**ALTERNATIVES:** Fund the budgetary gap with an alternate method.

**ATTACHMENTS:** Proposed schedule of rates and charges for FY23; Resolution

**AUDIO/VISUAL NEEDS:** N/A

**PROPOSED RATES & CHARGES FOR FY 2023**  
**HAGERSTOWN REGIONAL AIRPORT - *Richard A. Henson Field***  
**To be effective July 1, 2022**

| <b>HANGARS</b>   | <b>CURRENT</b>    | <b>PROPOSED</b>   |
|--|-------------------|-------------------|
| <b>Small Single Engine Hangars</b>                     | 3%                |                   |
| T-Hangar Buildings 8, 10, 11 & 12                      | \$275.00 /month   | \$283.00 /month   |
| T-Hangar Buildings 6 & 7                               | \$260.00 /month   | \$268.00 /month   |
| Old T-Hangars, paved floor                             | \$181.00 /month   | \$186.00 /month   |
| Old T-Hangars, stone floor                             | \$164.00 /month   | \$169.00 /month   |
| T-Hangar 2-J   | \$154.00 /month   | \$159.00 /month   |
| <b>Large Multi-Engine Hangars</b>                      | 3%                |                   |
| T-Hangar Building 4-B                                  | \$1,031.00 /month | \$1,062.00 /month |
| T-Hangar Buildings 8 & 9                               | \$344.00 /month   | \$354.00 /month   |
| T-Hangar Building 7                                    | \$328.00 /month   | \$338.00 /month   |
| T-Hangar 2-A   | \$516.00 /month   | \$531.00 /month   |
| T-Hangar 4-D   | \$563.00 /month   | \$580.00 /month   |
| T-Hangar 4-G   | \$607.00 /month   | \$625.00 /month   |
| T-Hangar 7-I   | \$444.00 /month   | \$457.00 /month   |
| Hangar 13A, B & C                                      | \$563.00 /month   | \$580.00 /month   |
| <b>Hangar Offices</b>                                  | 3%                |                   |
| T-Hangar Buildings 1-8                                 | \$129.00 /month   | \$133.00 /month   |
| T-Hangar Buildings 9,10, 11 & 12                       | \$171.00 /month   | \$176.00 /month   |
| T-Hangar Office 1-A                                    | \$501.00 /month   | \$516.00 /month   |
| T-Hangar Office 7-H                                    | \$526.00 /month   | \$542.00 /month   |
| T-Hangar Office 4-C                                    | \$179.00 /month   | \$184.00 /month   |
| Utilities for T-Hangar Office 4-C                      | \$31.00 /month    | \$32.00 /month    |
| T-Hangar Office 10-A                                   | \$181.00 /month   | \$186.00 /month   |
| T-Hangar Office 11-A                                   | \$189.00 /month   | \$195.00 /month   |
| T-Hangar Office 12-N                                   | \$140.00 /month   | \$144.00 /month   |
| <b>Combination Office and Hangar</b>                   | 3%                |                   |
| Hangar 4-A and Hangar 4-H                              | \$691.00 /month   | \$712.00 /month   |
| Office 7-A and Hangar 7-B                              | \$580.00 /month   | \$597.00 /month   |
| Office 8-8 and Hangar 8-7                              | \$644.00 /month   | \$663.00 /month   |
| Office 9-N and Hangar 9-M                              | \$633.00 /month   | \$652.00 /month   |
| <b>Commercial Office 8-L</b>                           | \$193.00 /month   | \$199.00 /month   |
| <b>Corporate Hangar Complex in Building 9-P,O,H, G</b> | \$1,656.00 /month | \$1,656.00 /month |

**PARKING FEE (RENT)**

Tie-Downs (West Apron, East Apron, Papa Apron)

|            | OVERNIGHT      |                | MONTHLY         |                 |
|------------|----------------|----------------|-----------------|-----------------|
|            | 2022           | 2023           | 2022            | 2023            |
| Grass      | N/A            | N/A            | \$54.00         | \$66.00         |
| Single     | \$9.00         | \$11.00        | \$78.00         | \$95.00         |
| Twin       | \$11.00        | \$13.00        | \$120.00        | \$141.00        |
| Turbo      | \$22.00        | \$24.00        | \$216.00        | \$235.00        |
| Jet        | \$27.00        | \$29.00        | \$270.00        | \$290.00        |
| Heavy      | \$32.00        | \$34.00        | \$325.00        | \$343.00        |
| <b>AVE</b> | <b>\$20.20</b> | <b>\$22.20</b> | <b>\$177.17</b> | <b>\$195.00</b> |

**PARKING FEE (RENT)****RAMP FEES (Daytime parking)**

|                 | 2022           | 2023           |
|-----------------|----------------|----------------|
| Single          | \$12.00        | \$14.00        |
| Twin            | \$17.00        | \$19.00        |
| Turbo           | \$22.00        | \$24.00        |
| Medium Aircraft | \$28.00        | \$30.00        |
| Large Aircraft  | \$33.00        | \$35.00        |
| Heavy Aircraft  | \$108.00       | \$111.00       |
|                 | <b>\$36.67</b> | <b>\$38.83</b> |

**LANDING FEES \*(Transients)**

| Class | Weight          | 2022    | 2023    |
|-------|-----------------|---------|---------|
| 1     | 6,500 - 10,999  | \$13.00 | \$13.50 |
| 2     | 11,000 - 15,999 | \$18.00 | \$19.00 |
| 3     | 16,000 - 33,999 | \$25.00 | \$26.00 |
| 4     | 34,000 - 65,000 | \$36.00 | \$37.00 |
| 5     | 66,000 - up     | \$59.00 | \$61.00 |

\* Hagerstown-Based aircraft are exempt from landing fees as a result of previous rent payments.

RESOLUTION NO. RS-2022-

*(Modification to Charges, Rentals, and Fees  
at the Hagerstown Regional Airport)*

RECITALS

Pursuant to Section 5-416, Transportation Article, Annotated Code of Maryland (to which all references herein shall be made), the State of Maryland has granted to political subdivisions of the State the power and authority to establish or operate any airport, airport facility, or air and navigation facility.

Pursuant to Section 5-416, the Board of County Commissioners of Washington County, Maryland (the "Board"), owns and operates the Hagerstown Regional Airport - Richard A. Henson Field (the "Airport").

Section 5-418 provides that any political subdivision that acquires, leases, controls, or sets apart any property for an airport, airport facility, or air navigation facility may:

- (1) Establish and operate the airport or facility;
- (2) Lease or grant to any person, on the terms and conditions it considers proper, any right or interest in the airport or facility;
- (3) Fix any charges, rentals, or fees for the use of the airport or facility and for any right or interest granted to any person under this section; and
- (4) Delegate any of its powers under this section to any suitable officer or agency of the political subdivision and, for this purpose, create any new agency or unit.

Proposed rate changes were advertised, and a public hearing was held by the Board on Tuesday, April 26, 2022, following due notice and advertisement of said proposed rate changes.

Following public comment which was received, reviewed, and considered concerning the proposed rate changes, the Board finds the same to be in the best interests of the citizens of the County and therefore adopts the rates as set forth in the attached Proposed Rates & Charges for FY2023, effective July 1, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Board that the charges, rentals, and fees as set forth in the attached Proposed Rates & Charges for FY2023 are hereby adopted.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2022.

Effective the 1<sup>st</sup> day of July, 2022.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

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Krista L. Hart, Clerk

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Jeffrey A. Cline, President

Approved as to form and  
legal sufficiency:

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Kirk C. Downey  
County Attorney

Mail to:  
Washington County Attorney's Office  
100 W. Washington Street, Suite 1101  
Hagerstown, MD 21740



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Approval of Modified Landfill User Fees for FY2023

**PRESENTATION DATE:** May 24, 2022

**PRESENTATION BY:** David Mason, P.E., Deputy Director, Solid Waste; Kelcee Mace, Interim Chief Financial Officer

**RECOMMENDED MOTION:** To adopt the proposed landfill user fees for FY2023.

**REPORT-IN-BRIEF:** The Board of County Commissioners conducted a public hearing on April 26, 2022 and heard public testimony, if any, concerning the proposed establishment and modification of certain landfill user fees for FY2023.

**DISCUSSION:** Currently the cost of disposing a mattress and or box spring is charged at \$120/ton, where the \$10 minimum charge usually covers one mattress and one box spring. The proposed fee is \$5 per mattress or box spring for up to 5 (combination of mattresses and box springs), more than 5 would be charged at the current rate of \$120/ton.

The proposed fee increase for compost is due to increases in cost of the process.

**FISCAL IMPACT:** The new fee for mattresses will generate approximately \$17,500 in revenue; the increase in the compost fee will increase revenue approximately \$5,300.

**CONCURRENCES:** N/A

**ALTERNATIVES:** Fund the budgetary gap with an alternate method

**ATTACHMENTS:** Proposed schedule of fees for FY2023; Resolution

**AUDIO/VISUAL NEEDS:** N/A



# WASHINGTON COUNTY SOLID WASTE DEPARTMENT

## LANDFILL AND CONVENIENCE BOX PROPOSED FEE SCHEDULE

(Effective July 1, 2022)

| <b>INBOUND MATERIAL:</b>  | <b>CURRENT</b>  | <b>PROPOSED</b>  |
|---|---|--|
| Minimum scale charge  | \$10.00 (360 lbs)   | No Change  |
| General Refuse/Municipal Solid Waste  | \$55.00/ton   | No Change  |
| Large haulers (with contract) - 1,000 tons or more annually.  | \$45.00/ton   | No Change  |
| Large haulers (with contract) - 10,000 tons or more annually.   | \$40.00/ton   | No Change  |
| Rubble, Building Debris   | \$75.00/ton   | No Change  |
| Yard Debris (grass, leaves, brush)  | \$63.00/ton   | No Change  |
| Auto and Light Truck Tires (less than 22")  | (1-5 tires) \$3.00 each<br>(6 or more tires)<br>\$162/ton                 | No Change  |
| Equipment and Agriculture Tires   | \$250.00/ton  | No Change  |
| Domestic Sludge   | \$60.00/ton   | No Change  |
| Industrial Sludge   | \$52.00/ton   | No Change  |
| White goods   | \$52.00/ton   | No Change  |
| E-Waste   | \$52.00/ton   | No Change  |
| High Volume/Low Weight  | \$120.00/ton  | No Change  |
| Asbestos  | \$130/ton<br>\$25 minimum charge  | No Change  |
| Dirt  | \$20.00/ton   | No Change  |
| Recycling   | \$30.00/ton   | No Change  |
| Animal Carcasses  | \$100.00/ton  | No Change  |
| Mattresses  | \$120/ton   | (1-5 mattresses)<br>\$5.00/each ( 6 or more<br>mattresses) \$120/ton |
| <b>OUTBOUND MATERIAL:</b>   |   |  |
| Minimum scale charge  | \$10.00   | No Change  |
| Fill Dirt   | \$4.00/ton  | No Change  |
| Mulch   | \$30.00/ton   | No Change  |
| Soil Amendment (compost)  | \$20.00/ton   | \$30.00/ton  |
| <b>OTHER FEES:</b>  |   |  |
| Appliances that used refrigeration  | \$5.00/unit   | No Change  |
| Management/Inspection Fee   | \$50.00/load asbestos   | No Change  |
| Solid Waste Collection License Fee  | \$100.00/fiscal year (>5 employees)<br>\$10.00/fiscal year (<5 Employees) | No Change  |
| <b>PERMIT FEES FOR RESIDENTIAL DROP OFF:</b>  |   |  |
| Regular Residential Permit (Permits purchased between January 1 and May 1 will be half Price (i.e.\$65.00)                                    | \$130.00/annual   | No Change  |
| Regular Residential Permits (with permit for unlimited disposal of yard debris)   | \$150.00/annual   | No Change  |
| Senior Citizens (Age 62 & over) and Disabled American Veterans (under age 62) (Permits purchased between January 1 and May 1 will be \$47.50) | \$95.00/annual  | No Change  |
| Senior Citizens (Age 62 & over) and Disabled American Veterans (under age 62) (with permit for unlimited disposal of yard debris)             | \$115.00/annual   | No Change  |
| Second Permit - Same Residence  | \$65.00/annual  | No Change  |
| Yard Debris Permit (stand-alone permit)   | \$25.00/annual  | No Change  |
| Recycling Permit  | \$36.00/annual  | No Change  |

RESOLUTION NO. RS-2022-\_\_

**RESOLUTION FOR ADOPTION AND  
MODIFICATION OF RULES AND REGULATIONS, LANDFILL AND  
CONVENIENCE BOX FEES AND CHARGES**

**RECITALS**

The Board of County Commissioners of Washington County, Maryland (the “Board”), in accordance with Md. Code, Local Government Article, § 13-403, (“§ 13-403”) as amended from time to time, owns and operates a county landfill and convenience boxes for refuse and garbage disposal purposes.

In accordance with § 13-403, on June 22, 1995, the Board enacted an ordinance entitled “Ordinance to Provide for Solid Waste Collection Licensing in Washington County, Maryland” (the “Ordinance”), effective July 1, 1995.

The Ordinance and § 13-403 both provide for the adoption by the Board of rules and regulations and landfill and convenience box fees and charges.

The staff of the Washington County Department of Solid Waste has recommended that certain charges be established or modified.

A public hearing was held on Tuesday, April 26, 2022, following due notice and advertisement of the landfill user fees that were proposed to be established or modified.

Any public comment received was reviewed and carefully considered.

The Board has determined to continue the following rules and regulations and adopt the attached Landfill and Convenience Box Proposed Fee Schedule to become effective July 1, 2022.

The Board expressly finds that adoption of the following rules and regulations, landfill and convenience box fees and charges would be in the best interests of the citizens of the County.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Washington County, Maryland, that:

1. All previous resolutions adopted by the Board, relating to the adoption of rules and regulations, landfill and convenience box fees and charges, and to charge interest for late payment of fees by landfill and convenience box users, are hereby repealed.

2. **Washington County Trash.** Only trash originating in Washington County will be accepted at the landfill or greenboxes. All vehicles must have proper stickers and have paid the requisite fees for authorization to dispose of trash in the landfill or greenboxes, and all vehicles must be covered or loads secured.

3. **Acts Not Allowed.** The following acts are not allowed at the Washington County landfill facilities or at the greenboxes:

- (a) dumping trash collected from areas outside Washington County, Maryland;
- (b) salvaging, scavenging, or animal feeding in the landfill facilities or at the greenbox facilities;
- (c) speeding or reckless driving;
- (d) dumping before or after scheduled operating hours; or
- (e) operating unsafe vehicles, or vehicles not meeting the weight limitations prescribed by the laws of the State of Maryland.

4. The following items will **NOT** be accepted at Washington County landfill facilities or at the greenboxes:

- (a) out-of-county trash;
- (b) liquids;
- (c) hazardous wastes as defined by the State of Maryland and the United States Government;
- (d) septic tank sludge;
- (e) dead animals;
- (f) firearms;
- (g) radioactive materials;
- (h) wet paint;
- (i) rolled wire;
- (j) tree stumps (over 4 ft. in diameter);
- (k) hot ashes;
- (l) pesticides;

- (m) toxic waste;
- (n) explosives;
- (o) chemicals;
- (p) vehicle bodies;
- (q) gas, kerosene, and oil – except for automotive oil and anti-freeze which is collected in special collection tanks;
- (r) closed containers or closed drums;
- (s) paint sludge from industry unless tested and approved by the Maryland Department of the Environment and Washington County;
- (t) no concrete or rocks larger than 4' x 4' x 4'; or
- (u) batteries which will be accepted only at approved recycling areas.

5. Asbestos will be accepted at the Forty West Landfill upon 72 hours prior notice. Paint will be accepted if it is dry or solidified and rolled wire must be compressed before it will be accepted. No paint sludge from industry will be accepted without the TCLP toxic test having been performed.

6. The green box facilities at Greensburg Road near Smithsburg, Kaetzel Road near Rohrer'sville, Dargan, Hancock, and the Forty West Landfill may only be used by cars and pickup trucks for disposal of waste from residences. No non-residential waste will be allowed in the greenbox facilities.

7. Only county residents and county businesses, including county municipalities, may deposit solid waste in the County landfill. Only county residents may deposit solid waste in the greenbox facilities.

#### 8. **VIOLATIONS.**

(a) Anyone found violating any of the above rules and regulations of the Washington County Landfill and greenboxes, including anyone failing to pay fees or penalties when due, shall have their right to use the said landfill and greenboxes suspended for an indefinite period of time or for such time as determined by the Deputy Director of the Division of Environmental Management - Solid Waste Department.

(b) Anyone who wishes to appeal the decision of the Deputy Director of the Division of Environmental Management Solid Waste Department relating to their use of the landfill and the greenboxes shall have thirty (30) days from the decision of the Deputy Director of the Division of Environmental Management - Solid Waste Department to appeal to the Director of the Division of Environmental Management, or any designee.

(c) The Director of the Division of Environmental Management, or any designee, shall conduct an informal hearing on the appeal in a timely manner and issue a written decision affirming, reversing or modifying the decision of the Deputy Director of the Division of Environmental Management - Solid Waste Department. The decision shall be made and issued within thirty (30) days of the hearing.

(d) A person aggrieved by the decision of the Director of the Division of Environmental Management, or any designee, may appeal the decision to the Board, within ten (10) days from the date of the decision of the Director, or any designee. The Board shall conduct a hearing on any such appeal as soon as practical thereafter and issue a decision in writing on such appeal within thirty (30) days after the hearing thereof.

(e) A person aggrieved by the decision of the Board may appeal the decision to the Circuit Court for Washington County, Maryland, pursuant to the Maryland Rules of Procedure within thirty (30) days of the date the decision was issued. Unless stayed by a court of competent jurisdiction, the decision of the Deputy Director of the Division of Environmental Management - Solid Waste Department to suspend or revoke a license issued hereunder continues in effect until reversed or modified.

9. For accounts more than thirty (30) days in arrears following billing, interest will be charged at the rate of one and one-half percent (1.5%) per month on the unpaid balance.

10. The following landfill and convenience box fees and charges are as stated in the attached Landfill and Convenience Box Proposed Fee Schedule.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2022.

Effective the 1<sup>st</sup> day of July, 2022.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

\_\_\_\_\_  
Krista L. Hart, Clerk

BY: \_\_\_\_\_  
Jeffrey A. Cline, President

Approved as to form  
and legal sufficiency:

\_\_\_\_\_  
Kirk C. Downey  
County Attorney

Mail to:  
Office of the County Attorney  
100 W. Washington Street, Suite 1101  
Hagerstown, MD 21740



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Approval of Water and Sewer Rates FY2023

**PRESENTATION DATE:** May 24, 2022

**PRESENTATION BY:** Mark Bradshaw, Director, Environmental Management; Kelcee Mace, Interim Chief Financial Officer

**RECOMMENDED MOTION:** To adopt the proposed water and sewer rate schedule for FY2023.

**REPORT-IN-BRIEF:** The Board of County Commissioners conducted a public hearing on April 26, 2022 and heard public testimony, if any, concerning the proposed modification of water and sewer rates.

**DISCUSSION:** Prior to the public hearing, the Board of County Commissioners reached consensus to not increase water and sewer rates for FY2023 and the budget was modified accordingly. However, due to increased costs of contracted lab services, an increase in certain lab fees is being proposed. The presented rate schedule for FY2023 is based on only increasing certain lab fees.

**FISCAL IMPACT:** Lab fee increases project an additional \$1,240, which directly offset the cost of contracting out certain lab tests.

**CONCURRENCES:** N/A

**ALTERNATIVES:** Fund the budgetary gap with an alternate method.

**ATTACHMENTS:** Summary of Utility Rates; Resolution

**AUDIO/VISUAL NEEDS:** N/A

**Washington County, Maryland  
Department of Water Quality  
Proposed Rates for FY 2023**

**0% Revenue Increase**

**Sewer Rates**

| <b>Retail Classes</b>              | <b>Current<br/>Quarterly<br/>Rates</b>     | <b>Proposed<br/>Quarterly<br/>Rates</b>     | <b>Increase</b> |           |
|------------------------------------|--|---|-----------------|-----------|
|                                    |  |   | <b>%</b>        | <b>\$</b> |
| <b><u>Base for 6,000 gal</u></b>   |  |   |                 |           |
| Res Full Service                   | 132.92                                     | 132.92                                      | 0.0%            | 0.00      |
| Comm I Full Service                | 137.98                                     | 137.98                                      | 0.0%            | 0.00      |
| Comm II Full Service               | 140.76                                     | 140.76                                      | 0.0%            | 0.00      |
| Comm III Full Service              | 140.76                                     | 140.76                                      | 0.0%            | 0.00      |
| Volunteer Service                  | 132.92                                     | 132.92                                      | 0.0%            | 0.00      |
| Res/Comm Coll Ser                  | 62.13                                      | 62.13                                       | 0.0%            | 0.00      |
| <b><u>Volume per 1,000 gal</u></b> |  |   |                 |           |
| Res Full Service                   | 8.14                                       | 8.14  | 0.0%            | 0.00      |
| Comm I Full Service                | 8.69                                       | 8.69  | 0.0%            | 0.00      |
| Comm II Full Service               | 9.88                                       | 9.88  | 0.0%            | 0.00      |
| Comm III Full Service              | 6.79                                       | 6.79  | 0.0%            | 0.00      |
| Volunteer Service                  | 8.14                                       | 8.14  | 0.0%            | 0.00      |
| Res/Comm Coll Ser                  | n/a  | n/a   | n/a             | n/a       |
| <b><u>Non-metered Accounts</u></b> | 181.71                                     | 181.71                                      | 0.0%            | 0.00      |
| <b><u>Wholesale Class</u></b>      | <b>Current<br/>Per 1,000 Gal<br/>Rates</b> | <b>Proposed<br/>Per 1,000 Gal<br/>Rates</b> | <b>Increase</b> |           |
|                                    |  |   | <b>%</b>        | <b>\$</b> |
| All Wholesale Customers            | 8.02                                       | 8.02  | 0.0%            | 0.00      |

**Charge for 12,000 gal Per Quarter - Average Residential Customer**

|                         | <b><u>Current</u></b> | <b><u>Proposed</u></b> | <b>Increase</b> |                  |
|-------------------------|-----------------------|------------------------|-----------------|------------------|
|                         |                       |                        | <b><u>%</u></b> | <b><u>\$</u></b> |
| Base Charge (6,000 gal) | 132.92                | 132.92                 | 0.0%            | 0.00             |
| Vol Charge (6,000 gal)  | 48.84                 | 48.84                  | 0.0%            | 0.00             |
| Total bill              | <b>181.76</b>         | <b>181.76</b>          | <b>0.0%</b>     | <b>0.00</b>      |

**0% Revenue Increase**

**Water Rates**

| <b>Retail Classes</b>              | <b>Current<br/>Quarterly<br/>Rates</b> | <b>Proposed<br/>Quarterly<br/>Rates</b> | <b>Increase</b> |           |
|------------------------------------|--|---|-----------------|-----------|
|                                    |  |   | <b>%</b>        | <b>\$</b> |
| <b><u>Base for 6,000 gal</u></b>   |  |   |                 |           |
| Res Full Service                   | 107.15                                 | 107.15                                  | 0.0%            | 0.00      |
| Comm I Full Service                | 108.43                                 | 108.43                                  | 0.0%            | 0.00      |
| Comm II Full Service               | 133.93                                 | 133.93                                  | 0.0%            | 0.00      |
| Volunteer Service                  | 107.15                                 | 107.15                                  | 0.0%            | 0.00      |
| <b><u>Volume per 1,000 gal</u></b> |  |   |                 |           |
| Res Full Service                   | 12.40                                  | 12.40                                   | 0.0%            | 0.00      |
| Comm I Full Service                | 12.47                                  | 12.47                                   | 0.0%            | 0.00      |
| Comm II Full Service               | 9.63                                   | 9.63                                    | 0.0%            | 0.00      |
| Volunteer Service                  | 12.40                                  | 12.40                                   | 0.0%            | 0.00      |
| <b><u>Non-metered Accounts</u></b> | 181.55                                 | 181.55                                  | 0.0%            | 0.00      |

**Charge for 12,000 gal Per Quarter - Average Residential Customer**

|                         | <b><u>Current</u></b> | <b><u>Proposed</u></b> | <b>Increase</b> |                  |
|-------------------------|-----------------------|------------------------|-----------------|------------------|
|                         |                       |                        | <b><u>%</u></b> | <b><u>\$</u></b> |
| Base Charge (6,000 gal) | 107.15                | 107.15                 | 0.0%            | 0.00             |
| Vol Charge (6,000 gal)  | 74.40                 | 74.40                  | 0.0%            | 0.00             |
| Total bill              | <b>181.55</b>         | <b>181.55</b>          | <b>0.0%</b>     | <b>0.00</b>      |



**RESOLUTION NO. RS-2022-\_\_**

**Establishment of Rates, Fees, & Charges  
Department of Water Quality (FY2023)**

**RECITALS**

In accordance with Section 6-301 et seq. of the Code of the Public Local Laws of Washington County, Maryland, the Board of County Commissioners of Washington County, Maryland (the "Board"), may, following a public hearing, establish or modify a fee, rate, charge, levy, or assessment for the treatment, collection, or distribution of water or sewage.

The staff of the Washington County Department of Water Quality has recommended that certain charges be modified.

A public hearing was held on April 26, 2022, following due notice by advertisement of the Board's intention to modify these charges.

Any public comment received was reviewed and carefully considered.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND, that the utility rates shall be as set forth in the attached Schedule of Utility Rates for FY 2023, and other fees and charges shall be as set forth in the attached Schedule of Fees & Charges for FY 2023; and

BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND, that all previous resolutions adopted by the Board relating to water and sewer utility rates, fees, and charges, are hereby repealed.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.  
Effective the 1<sup>st</sup> day of July, 2022.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

\_\_\_\_\_  
Krista L. Hart, Clerk

BY: \_\_\_\_\_  
Jeffrey A. Cline, President

Approved as to form  
and legal sufficiency:

Mail to: Office of the County Attorney  
100 W. Washington Street, Suite 1101  
Hagerstown, MD 21740

\_\_\_\_\_  
Kirk C. Downey  
County Attorney

**WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY**  
**SCHEDULE OF UTILITY RATES FOR FY 2023**  
*(effective July 1, 2022)*

|   | <b>Quarterly Sewer Rates</b> | <b>Quarterly Water Rates</b> |
|---|------------------------------|------------------------------|
| <b>FULL SERVICE</b>                                 |                              |                              |
| <b>Base for 6,000 Gal Per Account</b>               |                              |                              |
| Residential Full Service                            | \$132.92                     | \$107.15                     |
| Commercial I Full Service                           | \$137.98                     | \$108.43                     |
| Commercial II Full Service                          | \$140.76                     | \$133.93                     |
| Commercial III Full Service                         | \$140.76                     | n/a                          |
| Volunteer Service                                   | \$132.92                     | \$107.15                     |
| Residential/Commercial Collection Service – per EDU | \$62.13                      | n/a                          |
|   |                              |                              |
| <b>Volume per 1,000 gal</b>                         |                              |                              |
| Residential Full Service                            | \$8.14                       | \$12.40                      |
| Commercial I Full Service                           | \$8.69                       | \$12.47                      |
| Commercial II Full Service                          | \$9.88                       | \$9.63                       |
| Commercial III Full Service                         | \$6.79                       | n/a                          |
| Volunteer Service                                   | \$8.14                       | \$12.40                      |
| Residential/Commercial Collection Service – per EDU | n/a                          | n/a                          |
|   |                              |                              |
| <b>Non-Metered Accounts</b>                         | \$181.71                     | \$181.55                     |
|   |                              |                              |
| <b>SEWER WHOLESALE</b>                              |                              |                              |
| Per 1,000 gallons                                   | \$8.02                       | n/a                          |
|   |                              |                              |
|   |                              |                              |

**WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY**  
**SCHEDULE OF FEES FOR FY 2023**  
*(effective July 1, 2022)*

|  |   |
|--|---|
|  |   |
| <b>MISCELLANEOUS FEES</b>  |   |
| Deduct Meter Fee   | \$25.00 per quarter   |
| Infrastructure Management Program Fee  | \$400.00 per Sewer EDU or required regional infrastructure contribution equivalent to a minimum of \$1,000 per EDU  |
| Infrastructure Development Plan Fee  | \$1,000 per Sewer EDU or required regional infrastructure contribution equivalent to a minimum of \$1,000 per EDU   |
| Cedar Springs Infrastructure Development Fee   | \$1,000 per acre or per Sewer EDU, whichever is greater<br><i>(i.e. If the total acreage of the parcel applying for service exceeds edu usage calculations, then a \$1,000 per acre fee will be assessed. If this per acre fee is initially assessed and at some point in the future the annual commercial evaluation of edu usage exceeds the total acreage originally assessed, the fee may be collected at that time based on acreage/edu differential. Inversely, if the total calculations of edu usage initially exceeds total acreage of the parcel, then a \$1,000 per edu fee will be assessed and the fee may be collected as edu usage increases.)</i> |
| <b>DELINQUENT ACCOUNT BILLING FEES</b>   |   |
| Maintenance fee for delinquent account <i>(assessed when account is not paid within the 10-day period following the late notice)</i> | \$30.00   |
| Service Turn-Off   | \$50.00   |
| Service Turn-On  | \$50.00   |
| Service Turn-Off <i>(non-business hours)</i>   | \$75.00   |
| Service Turn-On <i>(non-business hours)</i>  | \$75.00   |
| <i>Fees apply to all water and sewer accounts</i>  |   |

**WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY**  
**SCHEDULE OF FEES FOR FY 2023**  
*(effective July 1, 2022)*

| <b>ALLOCATION FEES</b>  |  |
|---|--|
| Joint Sewer Service Fee ( <i>service areas jointly served by the City of Hagerstown Water &amp; Sewer Department and the Wash. Co. Dept. of Water Quality</i> ) | \$2,500  |
| Allocation Fee for Sewer Service  | \$7,200  |
| Allocation Fee for Water Service  | \$2,700  |
| Meter Fee for Water   | \$325  |
|   |  |
|   |  |
|   |  |
|   |  |
| <b>SLUDGE PROCESSING FEES*</b>  |  |
| Sludge less than 4% solids  | \$0.06 per gallon with a minimum charge for 1,000 gallons  |
| Sludge between 4% to 7% solids  | \$0.06 per gallon with a minimum charge for 1,000 gallons, plus actual landfill disposal tipping fee |
| Sludge greater than 7% solids   | Unable to accept.  |
| <i>*Other conditions, as determined by the County, may apply.</i>   |  |
|   |  |
| <b>PRETREATMENT PROGRAM PERMIT FEES</b>   |  |
| <b>Permit Application Fees:</b>   |  |
| SIUs  | \$300.00   |
| Non-SIUs  | \$150.00   |
| <b>Permit Maintenance Fees:</b> ( <i>These fees are based upon industrial process wastewater flow and are collected on an annual basis.</i> )                   |  |
| < 1,000 gpd   | \$250.00   |
| 1,000 - 9,999 gpd   | \$500.00   |
| 10,000 - 25,000 gpd   | \$1,000.00   |
| > 25,000 gpd  | \$2,000.00   |

**WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY**  
**SCHEDULE OF FEES FOR FY 2023**  
*(effective July 1, 2022)*

| <b>ADMINISTRATIVE FEES</b>   |                                 |
|--|---------------------------------|
| <b>Design Review Fees:</b>   |                                 |
| <i>Drawings -</i>  |                                 |
| One/two lot simplified subdivision plat                                  | \$25.00                         |
| Multiple lot (more than two) subdivision development plan or preliminary | \$25.00 - (per drawing)         |
| Multiple lot subdivision combined Preliminary/Final                      | \$100.00 - (per drawing)        |
| Multiple lot subdivision - final plat(s)                                 | \$25.00 - (per set of drawings) |
| Architectural/Technical  | \$150.00 - (per drawing)        |
| <i>Specification Water -</i>   |                                 |
| Water distribution   | \$100.00 (per set)              |
| Water Supply, Treatment or Storage                                       | \$150.00 (per set)              |
| Booster pump station   | \$150.00 (per set)              |
|  |                                 |
| <i>Specification Sewer -</i>   |                                 |
| Sewer Collection - Gravity all types                                     | \$100.00 (per set)              |
| Sewer Collection - Pressure  | \$150.00 (per set)              |
| Sewage Pump Station  | \$150.00 (per set)              |
| Sewage Treatment Plant (all sizes)                                       | \$200.00 (per set)              |
|  |                                 |
| <i>Permits -</i>   |                                 |
| Filing of and tracking of each NPDES, MDE and SHA Permits                | \$25.00                         |

**WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY**  
**SCHEDULE OF FEES FOR FY 2023**  
*(effective July 1, 2022)*

| LABORATORY ANALYSIS FEES             | Price Per Sample<br><i>(Prices shown in this fee schedule are for normal sample preparation. If additional treatment is required, additional charges may be imposed.)</i> |
|--------------------------------------|---|
| SAMPLE COLLECTION                    | \$25.00   |
| <b>INORGANICS:</b>                   |   |
| ACIDITY                              | \$15.00   |
| ACID/ALKALINITY                      | \$25.00   |
| ALKALINITY                           | \$17.00   |
| AMMONIA NITROGEN                     | \$16.00   |
| BIOCHEMICAL OXYGEN DEMAND (BOD)      | \$25.00   |
| CALCIUM                              | \$14.00   |
| CHEMICAL OXYGEN DEMAND (COD)         | \$35.00   |
| CHLORINE (FREE OR TOTAL)             | \$8.00  |
| CHLORIDE                             | \$22.00   |
| *COLOR                               | \$15.00   |
| S. CONDUCTANCE                       | \$11.00   |
| T. CO2                               | \$15.00   |
| T. CO2 & BI-CARBONATE (BY NOMOGRAPH) | \$18.00   |
| *CYANIDE                             | \$35.00   |
| DISSOLVED OXYGEN                     | \$8.00  |
| FLUORIDE                             | \$19.00   |
| HARDNESS                             | \$13.00   |
| *HEXAVALENT-CHROMIUM                 | \$25.00   |
| *PHENOL                              | \$25.00   |
| *FLASHPOINT                          | \$25.00   |
| NITRATE                              | \$16.00   |
| NITRATE+NITRITE                      | \$16.00   |
| *ODOR                                | \$15.00   |

**WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY**  
**SCHEDULE OF FEES FOR FY 2023**  
*(effective July 1, 2022)*

|  |                 |
|--|-----------------|
| OIL & GREASE   | \$38.00         |
| ORTHO PHOSPHORUS   | \$19.00         |
| PERCENT SOLIDS   | \$16.00         |
| PH (CORROSIVITY)   | \$6.00          |
| SETTLEABLE SOLID   | \$10.00         |
| SULFATE  | \$24.00         |
| SULFIDE  | \$24.00         |
| SULFITE  | \$24.00         |
| *SURFACTANTS   | \$50.00         |
| TOTAL DISSOLVED SOLIDS (TDS)   | \$20.00         |
| TOTAL KJELDAHL NITROGEN  | \$22.00         |
| TOTAL PHOSPHORUS   | \$22.00         |
| TOTAL SOLIDS   | \$15.00         |
| TOTAL SUSPENDED SOLIDS (TSS)   | \$12.00         |
| TOTAL TOXICITY (MICROTOX)  | \$50.00         |
| TURBIDITY  | \$8.00          |
| VOLATILES SOLIDS (INCLUDING TS)  | \$20.00         |
| POT ASH (POTASSIUM & CALCULATION)                                      | \$ 30.00        |
| TOTAL N (TKN+NO3+NO2)  | \$ 38.00        |
|  |                 |
| <b>METAL ANALYSIS BY FLAME AA (PPM)/GRAPHITE<br/>FURNACE AA (PPB):</b> |                 |
| ALUMINUM   | \$12.00         |
| *ANTIMONY  | \$12.00/\$24.00 |
| ARSENIC (GFAA)   | \$12.00/\$24.00 |
| BARIUM (FLAA/GFAA)   | \$12.00/\$24.00 |
| CADMIUM (FLAA/GFAA)  | \$12.00/\$24.00 |
| CHROMIUM (FLAA/GFAA)   | \$12.00/\$24.00 |
| COPPER (FLAA/GFAA)   | \$12.00         |

**WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY**  
**SCHEDULE OF FEES FOR FY 2023**  
*(effective July 1, 2022)*

|   |                 |
|---|-----------------|
| IRON (FLAA)                             | \$12.00         |
| LEAD (FLAA/GFAA)                        | \$12.00/\$24.00 |
| MANGANESE (FLAA/GFAA)                   | \$12.00/\$24.00 |
| MAGNESIUM (FLAA)                        | \$12.00/\$24.00 |
| MERCURY (COLD VAPOR)                    | \$24.00         |
| MOLYBDENUM                              | \$12.00         |
| NICKEL (FLAA/GFAA)                      | \$12.00/\$24.00 |
| POTASSIUM (FLAA)                        | \$12.00/\$24.00 |
| SELENIUM (GFAA)                         | \$12.00/\$24.00 |
| SILICON (FLAA/GFAA)                     | \$12.00/\$24.00 |
| SILVER (FLAA/GFAA)                      | \$12.00/\$24.00 |
| *TIN                                    | \$12.00         |
| *TITANIUM                               | \$12.00         |
| *VANADIUM                               | \$12.00         |
| ZINC (FLAA/GFAA)                        | \$12.00         |
| *TCLP, METALS                           | \$50.00         |
| SAMPLE PREP. DISSOLVED METALS           | \$10.00         |
| SAMPLE PREP. FOR METAL DIGESTION        | \$25.00         |
|   |                 |
| <b>MICROBIOLOGY:</b>                    |                 |
| TOTAL COLIFORM/E. COLI - PRESENT/ABSENT | \$35.00         |
| HETEROTROPHIC PLATE COUNT               | \$35.00         |
| TOTAL COLIFORM/E. COLI COLILERT COUNT   | \$35.00         |
| TOTAL COLIFORM (MPN)                    | \$35.00         |
| E. COLI/FECAL COLIFORM (MPN, EC, MUG)   | \$35.00         |
| CRYPTOSPORIDIUM / GIARDIA               | \$850.00        |
| SAMPLE DILUTION                         | \$10.00         |
| RUSH SAMPLE FEE FOR POSITIVE TEST       | \$20.00         |



**WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY**  
**SCHEDULE OF FEES FOR FY 2023**  
*(effective July 1, 2022)*

|  |          |
|--|----------|
| <b>ORGANIC ANALYSIS:</b>   |          |
| *FORMALDEHYDE  | \$225.00 |
| TOTAL ORGANIC CARBON   | \$30.00  |
| *TCLP, HERBICIDES  | \$100.00 |
| *TCLP, PESTICIDES  | \$100.00 |
| *TCLP, SEMIVOLATILES   | \$250.00 |
| *TCLP, VOC'S   | \$120.00 |
| *VOLATILE ORGANICS (EPA 524 or EPA 624)  | \$100.00 |
| TTO's (full scan: VOC, Semi Volatiles, Dioxin screen, Pesticides and Herbicides) | \$645.00 |
| TRIHALOMETHANES  | \$55     |
| PESTICIDE / PCBs 508   | \$250    |
| *DIOXIN  | \$300.00 |
| *CHLOROFORM  | \$80.00  |
| *PAINT FILTER TEST   | \$13.00  |
| *SEMI-VOLATILES (EPA 625 & EPA 525)  | \$170.00 |
| *ACID/BASE NEUTRALS (EPA 8260)   | \$225.00 |
| *PESTICIDES & PCB's (EPA 608)  | \$80.00  |
| *HERBICIDES  | \$125.00 |
| *BTEX  | \$50.00  |
| *MTBE  | \$50.00  |
| *TPH   | \$50.00  |
| *GROSS BETA + GROSS ALPHA  | \$80.00  |
| *IGNITABILITY TEST ON SOLID  | \$20.00  |
| HALOACETIC ACIDS (HAA5)  | \$90.00  |
| BTEX OR MTBE Method 602  | \$50.00  |
| <b>*Subcontracted test - price may change, as contracted.</b>                    |          |



## Agenda Report Form

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### Open Session Item

**SUBJECT:** County Income Tax Rate

**PRESENTATION DATE:** May 24, 2022

**PRESENTATION BY:** Kirk C. Downey, County Attorney

**RECOMMENDED MOTION:** I move to approve and adopt the resolution establishing the County's income tax rate at 2.95%, effective January 1, 2023.

**REPORT-IN-BRIEF:** Pursuant to direction provided by the Board of County Commissioners, the resolution required by statute has been prepared for adoption to decrease the County's income tax rate.

**DISCUSSION:** Tax-General Article § 10-106 provides that a County may establish its income tax rate by ordinance or resolution. The prepared resolution: sets the county income tax rate at 2.95% beginning January 1, 2023; requires notification to the Comptroller in accordance with the statute; and repeals the former resolution setting the county income tax rate at 3.0%.

**FISCAL IMPACT:** Decreased income tax revenue

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Proposed Resolution

**AUDIO/VISUAL NEEDS:** N/A

**RESOLUTION NO. RS-2022-\_\_\_\_\_**

**SETTING THE INCOME TAX RATE FOR  
WASHINGTON COUNTY, MARYLAND**

**Recitals**

Md. Code, Tax-General, §10-106 provides that each county may set a county income tax equal to at least 1% but not more than 3.20% of an individual's Maryland taxable income for a tax year beginning after December 31, 2001.

The Board of County Commissioners has determined that it would be in the best interests of the citizens of Washington County to reduce the county income tax rate from 3.0% to 2.95% for all taxable years, beginning on January 1, 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND, that a county income tax is imposed at a rate of 2.95% for all taxable years, beginning on January 1, 2023.

BE IT FURTHER RESOLVED that notice be given to the Comptroller of the above rate reduction on or before July 1, 2022.

BE IT FURTHER RESOLVED that Resolution No. RS-2021-13, adopted April 20, 2021, setting the county income tax rate at 3.0% is repealed and of no further force or effect as of 11:59:59 P.M., December 31, 2022.

Adopted and effective this 24<sup>th</sup> day of May, 2022.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

\_\_\_\_\_  
Krista L. Hart, Clerk

BY: \_\_\_\_\_  
Jeffrey A. Cline, President

Approved as to form and  
legal sufficiency:

\_\_\_\_\_  
Kirk C. Downey  
County Attorney

Mail to:  
Office of the County Attorney  
100 W. Washington Street, Suite 1101  
Hagerstown, MD 21740



## Agenda Report Form

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### Open Session Item

**SUBJECT:** County Real and Personal Property Tax Rates

**PRESENTATION DATE:** May 24, 2022

**PRESENTATION BY:** Kirk C. Downey, County Attorney

**RECOMMENDED MOTION:** I move to approve and adopt the resolution establishing the County's real and personal property tax rates, effective July 1, 2022.

**REPORT-IN-BRIEF:** Pursuant to direction provided by the Board of County Commissioners, the resolution required by statute has been prepared for adoption.

**DISCUSSION:** Tax-Property Article § 6-302 provides that a County may establish its real and personal property tax rates. The prepared resolution: (1) sets the county real property tax rate at \$0.928 per \$100 of assessment; (2) sets the real property tax rate for those properties located in municipalities within the County's corporate boundary at \$0.803 per \$100 of assessment; and (3) sets the tax rate for personal property and operating real property described in Md. Code, Tax-Property, § 8 109(c) for Washington County, Maryland, at 2.5 times the rate for real property.

**FISCAL IMPACT:** Decreased tax revenue

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Proposed Resolution

**AUDIO/VISUAL NEEDS:** N/A

**RESOLUTION NO. RS-2022-\_\_\_\_**

**SETTING THE REAL PROPERTY TAX RATE  
AND PERSONAL PROPERTY TAX RATE  
FOR  
WASHINGTON COUNTY, MARYLAND**

**Recitals**

Md. Code, Tax-Property, § 6-302 provides for the establishment of a property tax rate for all real property subject to county property tax and for the establishment of a county tax rate applicable to personal property and certain operating real property.

The advertisement and reporting requirements set forth in Md. Code, Tax-Property, § 6-308, have been met, notifying the taxpayers who reside in Washington County, Maryland, of the proposed the real property tax rate that, in certain circumstances, exceeds the constant yield tax rate.

A public hearing was held on May 17, 2022, after due notice, to consider the proposed real property tax rate and personal property tax rate.

Any public comment was received, reviewed, and carefully considered concerning the proposed property tax rates.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND, that the real property tax rate for Washington County, Maryland, is hereby established at \$0.928 per \$100 of assessment, effective July 1, 2022.

BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND, that the real property tax rate for those properties located in municipalities within the County's corporate boundary is hereby established at \$0.803 per \$100 of assessment, effective July 1, 2022.

BE IT FURTHER RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS

OF WASHINGTON COUNTY, MARYLAND, that the tax rate on personal property and operating real property described in Md. Code, Tax-Property, § 8-109(c) for Washington County, Maryland, is 2.5 times the rate for real property, effective July 1, 2022.

BE IT FURTHER RESOLVED that notice be given to the State of Maryland, Department of Assessments and Taxation, Office of the Director, of the real property and personal property tax rates on or before July 1, 2022.

Adopted and effective this 24<sup>th</sup> day of May, 2022.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

\_\_\_\_\_  
Krista L. Hart, Clerk

BY: \_\_\_\_\_  
Jeffrey A. Cline, President

Approved as to  
form and legal sufficiency:

\_\_\_\_\_  
Kirk C. Downey  
County Attorney

Mail to:  
Office of the County Attorney  
100 W. Washington Street, Suite 1101  
Hagerstown, MD 21740



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Approval/Adoption of FY2023 Operating and Capital Budgets

**PRESENTATION DATE:** May 24, 2022

**PRESENTATION BY:** Kelcee Mace, Interim Chief Financial Officer

**RECOMMENDED MOTION:** Move to adopt the proposed FY2023 Operating and Capital Budgets.

**REPORT-IN-BRIEF:** The Board of County Commissioners conducted a public budget and tax rate hearing on May 17 at 6:00 P.M and heard public testimony, if any, on the proposed FY2023 Operating and Capital Budgets.

**DISCUSSION:** The FY2023 budget process has been a collaborative effort where the Office of Budget & Finance worked alongside departments, the administration, and the BOCC. The FY2023 proposed budgets provide relief to our citizens, incorporating a reduction in the property tax and income tax rates, as well as not increasing water and sewer rates, maintain services, provide increased funding for education and public safety, and meet infrastructure needs.

The final proposed budget includes changes to incorporate the OPEB contribution based on last week's retiree health subsidy discussion and the requested increase to the Department of Social Services for the DAD's Connection Program.

**FISCAL IMPACT:** See attached for budget summary and fiscal impact.

**CONCURRENCES:** N/A

**ALTERNATIVES:** Offer changes to the proposed budget.

**ATTACHMENTS:** Summary of All Funds

**AUDIO/VISUAL NEEDS:** N/A



**Washington County, Maryland**  
**Summary for All Funds**  
**FY23 - Proposed**

|                                    | <b>FY22</b>                          | <b>FY23</b>                          | <b><u>FY22 vs. FY23</u></b> |                 |
|------------------------------------|--------------------------------------|--------------------------------------|-----------------------------|-----------------|
|                                    | <b>Operating Budget<br/>Approved</b> | <b>Operating Budget<br/>Proposed</b> | <b>\$ Change</b>            | <b>% Change</b> |
| <b>Operating Funds:</b>            |                                      |                                      |                             |                 |
| <b>Major Operating Funds:</b>      |                                      |                                      |                             |                 |
| General Fund                       | \$251,935,100                        | \$262,814,130                        | \$10,879,030                | 4.32%           |
| Highway Fund                       | \$11,476,800                         | \$11,769,470                         | \$292,670                   | 2.55%           |
| Solid Waste Fund                   | \$8,372,270                          | \$9,056,160                          | \$683,890                   | 8.17%           |
| Utility Administration Fund        | \$5,180,380                          | \$5,128,950                          | \$(51,430)                  | (0.99)%         |
| Water Fund                         | \$1,179,120                          | \$1,209,420                          | \$30,300                    | 2.57%           |
| Sewer Fund                         | \$11,937,300                         | \$12,092,680                         | \$155,380                   | 1.30%           |
| Pretreatment Fund                  | \$484,700                            | \$472,860                            | \$(11,840)                  | (2.44)%         |
| Public Transit Fund                | \$2,778,170                          | \$2,885,310                          | \$107,140                   | 3.86%           |
| Airport Fund                       | \$2,020,920                          | \$2,180,910                          | \$159,990                   | 7.92%           |
| Black Rock Golf Course Fund        | \$1,172,470                          | \$1,186,120                          | \$13,650                    | 1.16%           |
|                                    | <b>\$296,537,230</b>                 | <b>\$308,796,010</b>                 | <b>\$12,258,780</b>         | <b>4.13%</b>    |
| <b>Restricted Funds:</b>           |                                      |                                      |                             |                 |
| Hotel Rental Tax Fund              | \$1,840,000                          | \$2,000,000                          | \$160,000                   | 8.70%           |
| Cascade Town Centre Fund           | \$184,150                            | \$157,650                            | \$(26,500)                  | (14.39)%        |
| Agricultural Education Center Fund | \$264,040                            | \$248,270                            | \$(15,770)                  | (5.97)%         |
| Grant Management Fund              | \$479,900                            | \$451,420                            | \$(28,480)                  | (5.93)%         |
| Inmate Welfare Fund                | \$530,000                            | \$547,320                            | \$17,320                    | 3.27%           |
| Gaming Fund                        | \$2,168,960                          | \$2,491,000                          | \$322,040                   | 14.85%          |
| Land Preservation Fund             | \$2,387,330                          | \$2,458,250                          | \$70,920                    | 2.97%           |
| HEPMPO Fund                        | \$606,200                            | \$584,570                            | \$(21,630)                  | (3.57)%         |
| Contraband Fund                    | \$5,070                              | \$5,070                              | \$0                         | 0.00%           |
|                                    | <b>\$8,465,650</b>                   | <b>\$8,943,550</b>                   | <b>\$477,900</b>            | <b>5.65%</b>    |
| <b>Total Operating Funds</b>       | <b>\$305,002,880</b>                 | <b>\$317,739,560</b>                 | <b>\$12,736,680</b>         | <b>4.18%</b>    |
| <b>Capital Funds:</b>              |                                      |                                      |                             |                 |
| <b>Capital Improvement Plan</b>    | <b>\$54,832,000</b>                  | <b>\$65,402,000</b>                  | <b>\$10,570,000</b>         | <b>19.28%</b>   |
| <b>Total Budgeted Funds</b>        | <b>\$359,834,880</b>                 | <b>\$383,141,560</b>                 | <b>\$23,306,680</b>         | <b>6.48%</b>    |



## Agenda Report Form

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### Open Session Item

**SUBJECT:** FY23 Healthy Families Home Visiting Grant – Approval to Submit Application

**PRESENTATION DATE:** May 24, 2022

**PRESENTATION BY:** Rachel Souders, Senior Grant Manager, Office of Grant Management

**RECOMMENDED MOTION:** Move to approve the submission of the grant application to the Maryland State Department of Education in the amount of \$277,993 and to accept funding as awarded.

**REPORT-IN-BRIEF:** The Washington County Office of Grant Management on behalf of and at the direction of the Local Management Board is seeking approval to submit a Fiscal Year 2023 Healthy Families Home Visiting grant application to the Maryland State Department of Education.

**DISCUSSION:** The Healthy Families Home Visiting Program is a comprehensive program modeled after a nationally renowned initiative Healthy Families America. The goals of the program are to prevent child maltreatment through early intervention, promote healthy growth, development, and strengthening of the parent-child relationship. Funding in the amount of \$6,606 is included in the award for County administrative support. No County funds are involved in this award.

**FISCAL IMPACT:** Provides \$6,606 for County administrative expenses.

**CONCURRENCES:** Susan Buchanan, Director, Office of Grant Management

**ALTERNATIVES:** Deny submission of the application

**ATTACHMENTS:** N/A

**AUDIO/VISUAL NEEDS:** N/A



## Agenda Report Form

### Open Session Item

**SUBJECT:** American Battlefield Trust Purchase of Save Historic Antietam Foundation property in Sharpsburg, with Washington County holding a Land Preservation Easement and Submission of American Battlefield Protection Program Grant Application

**PRESENTATION DATE:** May 24, 2022

**PRESENTATION BY:** Chris Boggs, Rural Preservation Administrator, Dept. of Planning & Zoning, and Rachel Souders, Senior Grant Manager, Office of Grant Management

**RECOMMENDED MOTION:** Move to approve the request by Antietam Battlefield Trust (ABT) for Washington County to act as the government sponsor for a grant application to the American Battlefield Protection Program (ABPP) and to hold a conservation easement over the Save Historic Antietam Foundation (SHAF) Tracts, located in the core area of the Antietam Battlefield.

**REPORT-IN-BRIEF:** The Washington County Department of Planning & Zoning is requesting approval to submit a grant application to the National Park Service American Battlefield Protection Program (ABPP) requesting \$122,856.19 in funding, as well as accept the funding as awarded.

**DISCUSSION:** The ABPP requires that a government sponsor act as the grantee to carry out the provisions of any issued grant agreements. In the past, Washington County has partnered with the ABT to obtain grants through the ABPP on properties that are significant to Civil War history and the Battle of Antietam. This project would involve the acquisition of the SHAF property at Antietam by the ABT and subsequent easement settlement by Washington County. While the grant will only serve to preserve a small parcel, the historic qualities of the property are of great value, and the preservation of historic properties in Washington County is part of the goal of the Land Preservation efforts in Washington County.

All required acquisition and financial documentation will be provided by the ABT to the County for review and approval, and the County will submit the grant application to the ABPP. A 50% match is required, which will consist of \$35,000 from ABT and \$87,856.19 from SHAF. Washington County is not expected to contribute funds to this project.

**FISCAL IMPACT:** Additional and recurring department operating expenses are expected as follows: an estimated 64 hours of Washington County employee staff time in the first year, costing \$2,000 (covered by a 3% [\$3,593.33] of ABT portion of property purchase), and 4 hours each subsequent year, at \$120 per year. 1.5% [\$1,796.66] is provided by ABT for monitoring. Planning and Zoning staff, namely Chris Boggs, will be responsible for monitoring.

**CONCURRENCES:** Antietam Battlefield Trust and Susan Buchanan, Director, Office of Grant Management

**ALTERNATIVES:** Deny approval to submit application

**ATTACHMENTS:** N/A

**AUDIO/VISUAL NEEDS:** N/A



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Day Reporting Center Grant Application to the Opioid Operational Command Center – Approval to Submit Application and Accept Funding as Awarded

**PRESENTATION DATE:** May 24, 2022

**PRESENTATION BY:** Rachel Souders, Senior Grant Manager, Office of Grant Management, and Meaghan Willis, Program Director, Day Reporting Center

**RECOMMENDED MOTION:** Move to approve submission of application and accept funding as awarded for the Washington County Sheriff's Office Day Reporting Center.

**REPORT-IN-BRIEF:** The Day Reporting Center is requesting approval to submit an application to the Opioid Operational Command Center requesting \$107,261.00 in funding to support increased cost of operations and accept funding if awarded.

**DISCUSSION:** The main function of the Day Reporting Center (DRC) program is to provide community supervision, intensive treatment for substance use disorders, and intensive case management services to offenders in order to reduce recidivism, jail population and corrections-related costs. The program benefits offenders under probation, pre-trial supervision, and those sentenced directly to the program. This funding will be used for the increased cost of community supervision monitoring devices, drug testing devices, transportation, rental assistance at a recovery home, parenting classes, and written marketing materials.

The Office of Grant Management has reviewed the grant application. This grant has a one-year performance period, to begin on July 1, 2022 and end on June 30, 2023.

**FISCAL IMPACT:** Will provide \$107,261.00 towards DRC operating costs.

**CONCURRENCES:** Susan Buchanan, Director, Office of Grant Management

**ALTERNATIVES:** Deny approval for application.

**ATTACHMENTS:** N/A

**AUDIO/VISUAL NEEDS:** N/A



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Department of Business Development and Small Business Development Center  
Year to Date Update for 2022

**PRESENTATION DATE:** Tuesday, May 24, 2022

**PRESENTATION BY:** Susan Grimes, Director of Business Development and Herb Melrath,  
Maryland SBDC, Washington County Office

**RECOMMENDATION:** N/A

**REPORT-IN-BRIEF:** We would like to share with the Board of County Commissioners (BOCC), the ongoing growth and successes in the Small Business sector of Washington County as we near the end of the second quarter of 2022.

**DISCUSSION:** Frostburg State University is the Small Business Development Center (SBDC) host for Washington, Allegany, and Garrett Counties, with on-site representatives in all three Counties. For about 15+ years the Washington County Department of Business Development has hosted an on-site representative for the Western Maryland Small Business Development Center (SBDC) with the shared mission of growing our county's tax base through ongoing support in the creation of new businesses and by guiding entrepreneurs through their process and providing resources and feedback for a successful startup. Together we have forged many relationships with small business owners and entrepreneurs, as well as ongoing relationships with large community organizations such as Hagerstown Community College and the Fletcher Center for Entrepreneurial Studies (CBES), the Entrepreneurial Council of Washington County, the Washington County Workforce Development Board, Small Business Administration, and many more. Herb has been a part of our team for nearly five years as the SBDC representative and has been a tremendous asset to our team. Not only has he been a wonderful resource for small business startups, but Herb also committed many hours to assisting our team with reviews of hundreds of RISE UP Cares Act Grant applications. As we emerge from the pandemic, we wanted to share the impressive year over year numbers with you in the small business sector of Washington County's economy.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Washington County SBDC Stats 2022

**AUDIO/VISUAL NEEDS:** N/A



# Economic Impact For Washington County

5/13/22



# Metrics

- ▶ New Business Starts
- ▶ Number of Clients Counseled
- ▶ Capital Infusion - Loans & Equity





# Number of Business Starts

- ▶ 2019 = 16
- ▶ 2020 - 10
- ▶ 2021 - 8
- ▶ 2022 - 5 YTD



## Number of Clients Counseled

- ▶ 2019 = 128
- ▶ 2020 - 197
- ▶ 2021- 122
- ▶ 2022 - 109 YTD



## Capital Infusion & Equity

- ▶ 2019 - \$2,441,150
- ▶ 2020 - \$4,640,672
- ▶ 2021 - \$2,543,892
- ▶ 2022 - \$3,486,600 YTD