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## **BOARD OF COUNTY COMMISSIONERS**

**July 12, 2022**

### **OPEN SESSION AGENDA**

- 10:00 AM      MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE  
CALL TO ORDER, *President Jeffrey A. Cline*  
APPROVAL OF MINUTES: *June 28, 2022*
- 10:05 AM      COMMISSIONERS' REPORTS AND COMMENTS
- 10:15 AM      STAFF COMMENTS
- 10:25 AM      CITIZEN PARTICIPATION
- 10:30 AM      PUBLIC HEARING – APPLICATION FOR ZONING TEXT AMENDMENT  
RZ-22-001  
*Jill Baker, Director, Planning and Zoning*
- 10:45 AM      AGRICULTURE – FACES OF FARMING PRESENTATION  
*Susan Grimes, Director, Business Development; Leslie Hart, Business Development Specialist, Business Development*
- 10:50 AM      ANNUAL CONSERVATION AWARDS (PRESENTATION BY WASHINGTON COUNTY SOIL CONSERVATION DISTRICT FOLLOWED BY BOARD OF COUNTY COMMISSIONERS' CERTIFICATES OF APPRECIATION)  
*Elmer Weibley, District Manager WCSCD; Dee Price, Assistant Manager, WCSCD*
- 11:00 AM      CONTRACT AWARD (PUR-1541) – CONSULTANT TO DEVELOP PERFORMANCE SPECIFICATIONS AND PROVIDE TECHNICAL ASSISTANCE FOR A COUNTY-WIDE LOCAL GOVERNMENT/PUBLIC SAFETY RADIO SYSTEM  
*Rick Curry, Director, Purchasing; Tom Weber, Deputy Director, Wireless Communication; Sheriff Douglas Mullendore, Washington County Sheriff's Office*
- BID AWARD (PUR-1552) – MATTRESS AND BED BASE REMOVAL, DISPOSAL RECYCLING  
*Rick Curry, Director, Purchasing; Dave Mason, Deputy Director, Solid Waste*
- 11:05 AM      CONSTRUCTION BID AWARD – FALL 2022 TREE PLANTING CONTRACT NO. SR-TP-300-28  
*Scott Hobbs, Director, Engineering*

- 11:10 AM CONSTRUCTION BID AWARD – SHOWALTER ROAD AT CRAYTON BLVD  
SIGNAL INTERSECTION IMPROVEMENTS  
*Scott Hobbs, Director, Engineering*
- 11:15 AM 2021 BUILDING CODE REVIEW COMMITTEE  
*Rich Eichelberger, Director, Permits and Inspections*
- 11:20 AM FY24 FAMILY LAW FUND – APPROVAL TO SUBMIT APPLICATION AND  
ACCEPT AWARDED FUNDING  
*Kristin Grossnickle, Court Administrator, Circuit Court for Washington County;  
Nicole Phillips, Grant Manager, Grant Management*
- 11:25 AM COMMUNITY LEGACY GRANT APPLICATION SUBMITTAL – FT. RITCHIE  
BUILDING 305 REHABILITATION  
*Jennifer Kinzer, Deputy Director, Planning and Zoning*
- 11:30 AM BUDGET ADJUSTMENT – FY22 CONTROLLED ASSETS  
*R. David Hays, Director, Emergency Services*
- 11:35 AM FY22 CAPITAL BUDGET ADJUSTMENT – ADMINISTRATION ANNEX  
RELOCATION  
*Kelcee Mace, Interim Chief Financial Officer, Budget and Finance*
- 11:40 AM AMERICAN RESCUE PLAN ACT OF 2021 OLDER AMERICAN ACT FUNDS –  
REVISED REQUEST  
*Amy Olack, CEO, Commission on Aging; Ed Lough, President, Commission on Aging*
- 11:45 AM CLOSED SESSION - *(To discuss the appointment, employment, assignment,  
promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of  
appointees, employees, or officials over whom this public body has jurisdiction or any other personnel  
matter that affects one or more specific individuals; To consider the acquisition of real property for a  
public purpose and matters directly related thereto; To consult with staff, consultants, or other  
individuals about pending or potential litigation; and To consult with counsel to obtain legal advice  
on a legal matter.)*
- 12:15 PM RECONVENE IN OPEN SESSION
- ADJOURNMENT



## Agenda Report Form

### Open Session Item

**SUBJECT:** PUBLIC HEARING: Application for Zoning Text Amendment RZ-22-001

**PRESENTATION DATE:** July 12, 2022 10:30am

**PRESENTATION BY:** Jill Baker, AICP, Director, Department of Planning and Zoning

**RECOMMENDED MOTION:** The purpose of this public hearing is to take public comment on the rezoning application. No action will be taken.

**REPORT-IN-BRIEF:** Application is being made to amend several sections of the Zoning Ordinance to consistently address uses associated with educational facility campuses in certain zoning districts.

**DISCUSSION:** In 2010 a new zoning district was added to the County Zoning Ordinance. The Office, Research and Technology (ORT) district was included within the Ordinance as an economic development strategy to promote and attract medical, corporate, technology, and research and development-based businesses to the County.

In 2012 as part of the Urban Growth Area Rezoning, the employment campus concept of the ORT zoning district was expanded, and two more districts were adopted into the Ordinance to accommodate emerging land uses. The Office, Research, and Industry (ORI) district was included to expand upon the ORT district with opportunities for light manufacturing type business while the Education Research and Technology (ERT) district was intended to promote expansion of educational campuses and their symbiotic relationship with incubator business.

All three of these districts seek to promote employment opportunities in fields related to high-tech industries in campus-like settings that will diversify our local economy. The purpose of this amendment is to include language related to accessory uses of an educational facility into the ORI and ORT districts to be consistent with language existing in the ERT district.

This item was presented to the Washington County Planning Commission at a Public Information Meeting held during their regular meeting on May 2, 2022. No written or verbal comments have been received for this case. Planning Commission voted unanimously to recommend approval of the amendments.

**FISCAL IMPACT:** n/a

**CONCURRENCES:** Washington County Planning Commission

**ALTERNATIVES:** n/a

**ATTACHMENTS:** Proposed text amendments, staff report, Planning Commission minutes, Planning Commission recommendation

**AUDIO/VISUAL NEEDS:** none

## RZ-22-001 – Educational Facilities

### Draft Text Amendments

April 2022

#### ARTICLE 21A - “ORT” OFFICE, RESEARCH AND TECHNOLOGY DISTRICT

##### Section 21A.1 Principal Permitted Uses

(a) Educational institutions including, but not limited to, business and trade schools and colleges.

Educational facilities, accredited by the State of Maryland, that provide or award credit-bearing degrees, certificates, diplomas, and letters of recognition programs, as well as adult basic education and non-credit job training programs and lifelong learning courses. This use includes the following as examples of traditional higher education uses and related activities as part of the educational institution's campus. It is not intended or permitted for the following uses to be established separately from a parent educational institution on separate non-contiguous parcels.

1. Classrooms, laboratories, indoor or outdoor theaters and other performance venues, auditoriums and lecture halls, libraries, and offices for administrators, faculty, and college related organizations.
2. Parking structures and lots.
3. Child care facilities for services to faculty, administrators, students, and other patrons, and as training facilities.
4. Cultural, recreational, health, and fitness facilities.
5. Government offices and related facilities including buildings of a cultural, civic, educational, social or community service-type, and including libraries, playgrounds, and community centers.
6. Communications facilities, equipment, and structures including satellite dishes, telecommunication towers and antenna subject to setback requirements, and as needed in the routine performance of the institution's educational function. Commercial communication towers that are not for the exclusive use of the institution in the routine performance of its educational function shall be governed by Section 4.22 of this Ordinance.
7. Radio and television broadcasting facilities.
8. Athletic fields and sports stadiums, gymnasiums, and other sports related facilities for teaching or competition purposes (subject to specific parking and lighting standards contained in Article 22, Divisions I and X).
9. Student dormitories.
10. Museum and collection display facilities and functions.
11. Conference facilities.
12. Food service facilities for students, faculty, and other college personnel and visitors, and college-related functions and culinary arts training.

13. Bookstore facilities.

14. Medical facilities that provide medical services to students, faculty, and other college employees or facilities used for training in the medical and health professions (such as medical or dental clinics and laboratory and diagnostic equipment).

15. Computer and data processing services, laboratories, and equipment.

16. Reprographic, banking, and security services.

17. Other training or educational activities and services and specialized training venues or facilities that may be necessary for same, such as truck driving courses, law enforcement or fire training facilities, and forensic laboratories, so long as there is a demonstrated and active link to the educational function of the college.

## **ARTICLE 21B "ORI" OFFICE, RESEARCH, AND INDUSTRY DISTRICT**

### **Section 21B.1 Principal Permitted Uses**

(a) The following uses permitted in the "ORT" District are permitted in the "ORI" District as modified herein:

1. Educational institutions including, but not limited to, business and trade schools and colleges.

Educational facilities, accredited by the State of Maryland, that provide or award credit-bearing degrees, certificates, diplomas, and letters of recognition programs, as well as adult basic education and non-credit job training programs and lifelong learning courses. This use includes the following as examples of traditional higher education uses and related activities as part of the educational institution's campus. It is not intended or permitted for the following uses to be established separately from a parent educational institution on separate non-contiguous parcels.

- i. Classrooms, laboratories, indoor or outdoor theaters and other performance venues, auditoriums and lecture halls, libraries, and offices for administrators, faculty, and college related organizations.
- ii. Parking structures and lots.
- iii. Child care facilities for services to faculty, administrators, students, and other patrons, and as training facilities.
- iv. Cultural, recreational, health, and fitness facilities.
- v. Government offices and related facilities including buildings of a cultural, civic, educational, social or community service-type, and including libraries, playgrounds, and community centers.
- vi. Communications facilities, equipment, and structures including satellite dishes, telecommunication towers and antenna subject to setback requirements, and as needed in the routine performance of the institution's educational function. Commercial communication towers that are not for the exclusive use of the institution in the routine performance of its educational function shall be governed by Section 4.22 of this Ordinance.
- vii. Radio and television broadcasting facilities.
- viii. Athletic fields and sports stadiums, gymnasiums, and other sports related facilities for teaching or competition purposes (subject to specific parking and lighting standards contained in Article 22, Divisions I and X).

- ix. Student dormitories.
- x. Museum and collection display facilities and functions.
- xi. Conference facilities.
- xii. Food service facilities for students, faculty, and other college personnel and visitors, and college-related functions and culinary arts training.
- xiii. Bookstore facilities.
- xiv. Medical facilities that provide medical services to students, faculty, and other college employees or facilities used for training in the medical and health professions (such as medical or dental clinics and laboratory and diagnostic equipment).
- xv. Computer and data processing services, laboratories, and equipment.
- xvi. Reprographic, banking, and security services.
- xvii. Other training or educational activities and services and specialized training venues or facilities that may be necessary for same, such as truck driving courses, law enforcement or fire training facilities, and forensic laboratories, so long as there is a demonstrated and active link to the educational function of the college.

## **ARTICLE 21C - "ERT" EDUCATION, RESEARCH, AND TECHNOLOGY DISTRICT**

### **Section 21C.1 Principal Permitted Uses**

(a) ~~Colleges and universities,~~Educational Facilities accredited by the State of Maryland, that provide or award credit-bearing degrees, certificates, diplomas, and letters of recognition programs, as well as adult basic education and non-credit job training programs and lifelong learning courses. This use includes the following as examples of traditional higher education uses and related activities as part of the educational institution's campus. It is not intended or permitted for the following uses to be established separately from a parent educational institution on separate non-contiguous parcels.

1. Classrooms, laboratories, indoor or outdoor theaters and other performance venues, auditoriums and lecture halls, libraries, and offices for administrators, faculty, and college related organizations.

2. Parking structures and lots.

3. Child care facilities for services to faculty, administrators, students, and other patrons, and as training facilities.

4. Cultural, recreational, health, and fitness facilities.

5. Government offices and related facilities including buildings of a cultural, civic, educational, social or community service-type, and including libraries, playgrounds, and community centers.

6. Communications facilities, equipment, and structures including satellite dishes, telecommunication towers and antenna subject to setback requirements, and as needed in the routine performance of the institution's educational function. Commercial communication towers that are not for the exclusive use of the institution in the routine performance of its educational function shall be governed by Section 4.22 of this Ordinance.

7. Radio and television broadcasting facilities.

8. Athletic fields and sports stadiums, gymnasiums, and other sports related facilities for teaching or competition purposes (subject to specific parking and lighting standards contained in Article 22, Divisions I and X).

9. Student dormitories.

10. Museum and collection display facilities and functions.

11. Conference facilities.

12. Food service facilities for students, faculty, and other college personnel and visitors, and college-related functions and culinary arts training.

13. Bookstore facilities.

14. Medical facilities that provide medical services to students, faculty, and other college employees or facilities used for training in the medical and health professions (such as medical or dental clinics and laboratory and diagnostic equipment).

15. Computer and data processing services, laboratories, and equipment.

16. Reprographic, banking, and security services.

17. Other training or educational activities and services and specialized training venues or facilities that may be necessary for same, such as truck driving courses, law enforcement or fire training facilities, and forensic laboratories, so long as there is a demonstrated and active link to the educational function of the college.





DEPARTMENT OF PLANNING & ZONING  
COMPREHENSIVE PLANNING | LAND PRESERVATION | FOREST CONSERVATION | GIS

RZ-22-001

April 2022

WASHINGTON COUNTY ZONING ORDINANCE  
STAFF REPORT AND ANALYSIS

ARTICLES 21A, 21B & 21C

**Proposal:** Application is being made to amend several sections of the Zoning Ordinance to consistently address uses associated with educational facility campuses in certain zoning districts.

**Staff Report:** In 2010 a new zoning district was added to the County Zoning Ordinance. The Office, Research and Technology (ORT) district was included within the Ordinance as an economic development strategy to promote and attract medical, corporate, technology, and research and development-based businesses to the County.

In 2012 as part of the Urban Growth Area Rezoning, the employment campus concept of the ORT zoning district was expanded, and two more districts were adopted into the Ordinance to accommodate emerging land uses. The Office, Research, and Industry (ORI) district was included to expand upon the ORT district with opportunities for light manufacturing type business while the Education Research and Technology (ERT) district was intended to promote expansion of educational campuses and their symbiotic relationship with incubator business.

All three of these districts seek to promote employment opportunities in fields related to high-tech industries in campus-like settings that will diversify our local economy.

**Analysis:**

As part of the drafting of the ERT zoning district, special attention was given to the educational facility uses permitted within the district. Because the purpose of the zoning district is to “provide suitable locations for institutions of higher education” common principle and accessory uses associated with education campuses were expressly included within the list of allowed uses. In the ORI and ORT districts, educational institutions were also listed as principle uses because of their campus-like setting.

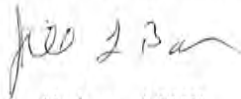
It has been brought to our attention that educational facilities that may want to be established in the ORI and ORT districts would likely have the same characteristics as those established in the ERT district, however, these districts lack specificity in principle and accessory uses associated with such a facility.



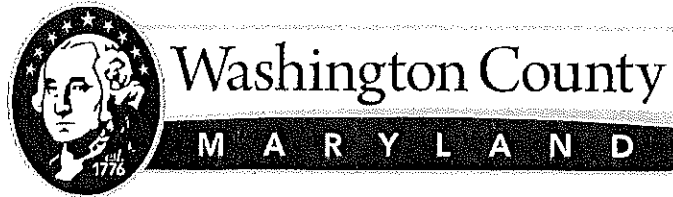
In an effort to clarify the County's intent to permit principle and accessory uses associated with higher level educational facilities, this amendment proposes to mimic the permitted use list existing in the ERT district and include them in the ORI and ORT districts. This seems to be a logical and appropriate clarification of the County's intent regarding educational facilities and their uses.

**Staff Recommendation:** Based upon feedback and comments from other government agencies, developers, property owners, and the general public, Staff recommends approval of these amendments in order to provide consistent implementation of our land use policies and regulations.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Jill L Baker", written in a cursive style.

Jill L. Baker, AICP  
Director



DEPARTMENT OF PLANNING & ZONING  
COMPREHENSIVE PLANNING | LAND PRESERVATION | FOREST CONSERVATION | GIS

May 24, 2022

RZ-22-001

APPLICATION FOR TEXT AMENDMENT  
PLANNING COMMISSION RECOMMENDATION

**RECOMMENDATION**

On May 2, 2022, the Washington County Planning Commission held a public input meeting to consider a text amendment to Articles 21A.1, 21.B.2 and 21C.1 of the Washington County Zoning Ordinance to address accessory uses associated with educational facility campuses in the ORI (Office, Research & Industry), ORT (Office, Research & Technology), and ERT (Education, Research & Technology) zoning districts. No public comments were received. Following the public input meeting, the Planning Commission took action to recommend approval of the proposed text amendment to the Board of County Commissioners.

A copy of the application, the Staff Report and Analysis prepared by the Department of Planning & Zoning, and unapproved minutes of the May 2, 2022 public input meeting are attached.

Respectfully submitted,

Jill L. Baker, AICP  
Director, Washington County Department of  
Planning & Zoning

JLB/TMA/dse

Attachments

**WASHINGTON COUNTY PLANNING COMMISSION  
REZONING PUBLIC INPUT MEETING AND  
REGULAR MEETING  
May 2, 2022**

The Washington County Planning Commission held a rezoning public input meeting and its regular monthly meeting on Monday, May 2, 2022 at 7:00 p.m. at the Washington County Administrative Complex, 100 W. Washington Street, Room 2000, Hagerstown, MD.

Planning Commission members present were: Clint Wiley, Chairman, Denny Reeder, Teresa Shank, Robert Goetz, Jr., Jeff Semler, and Ex-officio County Commissioner Randall Wagner. Staff members present were: Washington County Department of Planning & Zoning: Jill Baker, Director; Jennifer Kinzer, Deputy Director; Travis Allen, Comprehensive Planner; Lisa Kelly, Senior Planner; Scott Stotemyer, Planner; and Debra Eckard, Administrative Assistant. Washington County Soil Conservation District: Elmer Weibbly and Denise Price.

**CALL TO ORDER**

The Chairman called the rezoning public input meeting to order at 7:00 p.m.

**REZONING PUBLIC INPUT MEETING**

**RZ-22-001 Text Amendment – Washington County Planning Commission**

Ms. Baker presented for review a text amendment to Articles 21A.1, 21B.1 and 21C.1 of the Washington County Zoning Ordinance. The amendment is being sought as a way to consistently address accessory uses associated with educational facility campuses in the ORI (Office, Research and Industry), ORT (Office, Research and Technology) and ERT (Education, Research and Technology) zoning districts.

**Discussion and Comments:** Mr. Goetz asked if the language should be specific for accreditation to the State of Maryland. Ms. Baker stated she would research this further and determine the appropriate language.

**Motion and Vote:** Mr. Goetz made a motion to grant staff the authority to determine the appropriate accreditation sources and make any necessary changes to the text before proceeding to public hearing with the Board of County Commissioners. His motion also included the Planning Commission's recommendation to the Board of County Commissioners to approve the text amendment. The motion was seconded by Mr. Semler and unanimously approved with Commissioner Wagner abstaining from the vote.

The rezoning public input meeting ended at 7:07 p.m.

**MINUTES**

**Motion and Vote:** Mr. Reeder made a motion to approve the minutes of the March 21, 2022 Planning Commission rezoning public input meeting. The motion was seconded by Mr. Goetz and unanimously approved.

**Motion and Vote:** Mr. Semler made a motion to approve the minutes of the March 28, 2022 Planning Commission workshop meeting. The motion was seconded by Ms. Shank and unanimously approved with Commissioner Wagner abstaining from the vote.

**Motion and Vote:** Ms. Shank made a motion to approve the minutes of the April 4, 2022 Planning Commission regular meeting. The motion was seconded by Mr. Reeder and unanimously approved.

## **NEW BUSINESS**

### **MODIFICATIONS**

#### **Potomac Overlook LLP [OM-22-004]**

Mr. Stotemyer presented for review and approval a modification request for Potomac Overlook subdivision to allow for 7 lots without usable road frontage. These lots will use a single private entrance off of Sandy Hook Road. This request is being made to alleviate difficulties with topography, site distance and distance between entrance requirements; much of the road frontage is not usable due to one or more of these conditions.

**Discussion and Comments:** Mr. Goetz asked why a cul-de-sac is not being proposed. Ms. Baker stated that it is not feasible or cost-effective for the developer due to the topography in this area. This would be a private driveway that the County would not maintain. There will be a deeded right-of-way to the private driveway for each property owner. There are alternatives if property owners do not want to share the private driveway in the future; however, the property owner at the time would be responsible for the cost.

**Motion and Vote:** Mr. Goetz made a motion to approve the modification request as presented. The motion was seconded by Mr. Reeder and unanimously approved.

### **SITE PLANS**

#### **Halfway Substation MD051 [SP-22-005]**

Mr. Stotemyer presented for review and approval a proposed substation located at 11678 Hopewell Road. The developer is proposing a fenced compound with a 195' monopole on an existing substation. Setback variances have been approved per Appeal #AP2021-032. There will be one access point from Hopewell Road. No water or sanitary services are required. Lighting and signage are not present on the site. The site is exempt from Forest Conservation requirements because the area of disturbance is less than 20,000 square feet. All agency approvals have been received.

**Motion and Vote:** Mr. Reeder made a motion to approve the site plan as presented. The motion was seconded by Mr. Semler and unanimously approved.

#### **55 West Oak Ridge Drive [SP-21-028]**

Ms. Kelly presented for review and approval a site plan for a proposed warehouse on property located at 55 West Oak Ridge Drive (formerly the site of the Review & Herald Publishing). The property is currently zoned HI (Highway Interchange). The developer is proposing the construction of a 1,247,111 square foot

warehouse (Building A) on an existing 1.26 acre parcel. A future Building B is not part of this site plan review. There will be two access points from Oak Ridge Drive. A total of 491 parking spaces will be provided. A variance was granted from the Board of Appeals in 2021 to reduce the number of required parking spaces from 879 to the proposed 491 spaces. There will be transfer truck parking spaces on each side of the building. The proposed number of employees, hours of operation and freight and delivery services will be determined when a tenant has been found; this is noted on the site plan. Public water and sewer will serve the site. Lighting will be building and pole mounted. A monumental sign will be installed at both access points. A solid waste compactor facility will be located along the eastern side of the building. Landscaping will be installed throughout the parking area, in storm water ponds and throughout the entire site. Forest Conservation requirements are being met by planting forest, retaining existing forest and a payment in lieu of planting in the amount of \$188,179.20. Final approvals are pending from the City of Hagerstown Water & Sewer Department, State Highway Administration, Washington County Engineering Department and the Health Department.

**Discussion and Comments:** Mr. Reeder asked if solar panels are being considered for installation on the roof. A representative of the developer stated that solar is not planned at this time; however, it could occur depending on the tenant.

**Motion and Vote:** Mr. Reeder made a motion to grant staff the authority to approve the site plan pending approval from all outstanding reviewing agencies and to approve the payment-in-lieu of planting fee. The motion was seconded by Mr. Semler and unanimously approved.

## **FOREST CONSERVATION**

### **Brian Forsythe**

Mr. Allen presented for review and recommendation a proposed Forest Conservation easement candidate for expenditure of payment-in-lieu (PIL) funds. Ms. Price stated the property is owned by Brian Forsythe and is located on Independence Road. The existing forested parcel is along the flood plain and slopes along the southern edge of the Conococheague Creek. She noted there is a dominated, very well managed stand of Eastern Hemlock, which is unique, and is a very good candidate for an easement. One acre of land has been withheld from the easement for a hunting cabin.

**Motion and Vote:** Mr. Semler made a motion to recommend approval to the Board of County Commissioners to expend the Payment-in-Lieu funds for this easement. The motion was seconded by Mr. Reeder and unanimously approved with Ms. Shank and Commissioner Wagner abstaining from the vote.

## **OTHER BUSINESS**

### **Update of Staff Approvals**

Ms. Kinzer presented a report for the land development plan review projects submitted in March. There were 65 land use development permits; most of these were for commercial projects. There have been several inquiries regarding residential projects but none have been submitted.

### **CIP Recommendation**

Ms. Baker presented for review and recommendation the draft FY 2023-2032 Capital Improvements Plan. She noted there are a few new recreational trail projects for which we have received grants. There are several new public safety projects that include the police indoor firing range, apparatus operator/defensive driver training and a tactical village/simulation training area. These projects are in the out-years.

**Motion and Vote:** Mr. Semler made a motion to recommend that the CIP projects are consistent with the County's adopted Comprehensive Plan. The motion was seconded by Mr. Goetz and unanimously approved with Commissioner Wagner abstaining from the vote.

### **UPCOMING MEETINGS**

1. Monday, May 16, 2022, 6:30 p.m. – Washington County Planning Commission workshop meeting
2. Monday, June 6, 2022, 7:00 p.m. – Washington County Planning Commission regular meeting

### **ADJOURNMENT**

Mr. Goetz made a motion to adjourn the meeting at 8:10 p.m. The motion was seconded by Mr. Semler and so ordered by the Chairman.

Respectfully submitted,

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Clint Wiley, Chairman





## Agenda Report Form

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### Open Session Item

**SUBJECT:** Agriculture – Faces of Farming Presentation

**PRESENTATION DATE:** Tuesday, July 12, 2022

**PRESENTATION BY:** Susan Grimes, Director, Department of Business Development and Leslie Hart, Business Development Specialist, Agriculture

**RECOMMENDED MOTION:** N/A

**REPORT-IN-BRIEF:** “Faces of Farming” is an agricultural-focused video marketing campaign that will showcase two local Washington County farms every month, for one year. The “Faces of Farming” marketing videos will be showcased on the County’s website, as well as Facebook and other social media platforms, and will target a new industry and highlight a local farmer from that specific agricultural industry.

**DISCUSSION:** Washington County’s agricultural business represents the backbone of the County’s landscape. With over 900 operating family farms and \$153,725,000 in market value of products sold, agriculture is the largest economic driver in Washington County. The “Faces of Farming” marketing campaign will aim to educate residents in Washington County, along with the surrounding States and Counties, about the economic impact of the Ag industry. Additionally, these videos will be used for agricultural education to numerous streams around Washington County, such as, 4-H and FFA (Future Farmers of America) meetings, Ag Expo and Fair, and they will be available on the Washington County Ag App and website.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** N/A

**AUDIO/VISUAL NEEDS:** Yes - Faces of Farming Videos: Milk and Honey Farm of Smithsburg and Cool Hollow Flower Farm of Hagerstown.



Open Session Item

**SUBJECT: Annual Conservation Awards (Presentation by Washington County Soil Conservation District followed by BOCC's Certificate of Appreciation) – 2 Awards:**

***Outstanding Cooperator - Dwayne Coulter (Hidden Valley Farm)***

***Outstanding Contractor - Potomac Excavating***

**PRESENTATION DATE: July 12, 2022**

**PRESENTATION BY: Elmer Weibley, District Manager; Dee Price, Assistant Manager, WCSCD and BOCC**

**RECOMMENDED MOTION:**

**REPORT-IN-BRIEF: WCSCD recognizes local landowners and contractors annually who have accomplished and/or exhibit conservation on their lands/projects. During 2021, WCSCD chose the above referenced recipients.**

**The WCSCD will present appreciation plaques to the award winners and the BOCC will present certificates recognizing their achievement.**

**DISCUSSION: N/A**

**FISCAL IMPACT: N/A**

**CONCURRENCES: N/A**

**ALTERNATIVES: N/A**

**ATTACHMENTS: N/A**

**AUDIO/VISUAL NEEDS: None**

## Agenda Report Form

## Public Packet

## Open Session Item

**SUBJECT:** Contract Award (PUR-1541) – Consultant to Develop Performance Specifications and Provide Technical Assistance for a County-wide Local Government/Public Safety Radio System

**PRESENTATION DATE:** July 12, 2022

**PRESENTATION BY:** Rick Curry, CPPO, Director of Purchasing, Tom Weber, Deputy Director, Wireless Communication and Sheriff Doug Mullendore, Washington County Sheriff's Office

**RECOMMENDED MOTION:** Move to award the contract for the subject services.

**REPORT-IN-BRIEF:** The services to be provided by the consultant under this contract include: evaluate the existing system, assess the current and future requirements of the system users, develop performance specifications and provide technical assistance for the replacement of the County's existing local government and public safety radio systems. The required system shall use the latest standards based digital technologies that provide for convergence of the County's communication systems and provide agency interoperability. The proposed system may be phased into operation and will encompass all of County government, fire and emergency services.

Notice of the Request for Proposal (RFP) was advertised (1) on the County's web site with access to downloading the RFP, (2) on the State of Maryland's "eMaryland Marketplace Advantage" web site, and (3) in the local newspaper. Thirty (30) persons/companies registered/downloaded the RFP document on-line and ten (10) firms were represented at the pre-proposal conference/teleconference. Eight (8) firms responded with proposals. After evaluation of the Qualifications & Technical Proposals, four (4) firms were considered non-responsive, and their Price Proposals were not opened and evaluated (see attached Price Proposal Matrix).

The Coordinating Committee was comprised of the following members: Director of Division of Emergency Services, County Administrator, Sheriff, Deputy Director of Wireless Communication, Wireless Communication, Director of Information Systems, and the Director of Purchasing (Committee Chairman Designee).

**FISCAL IMPACT:** Funds are budgeted in the department's Capital Improvement Plan (CIP) COM030 account, Public Safety Radio Comm System Upgrade for these services.

**CONCURRENCES:** Coordinating Committee

**ALTERNATIVES:** N/A

**ATTACHMENTS:** N/A

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



## Agenda Report Form

### Open Session Item

**SUBJECT:** Bid Award (PUR-1552) – Mattress and Bed Base Removal, Disposal Recycling

**PRESENTATION DATE:** July 12, 2022

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

**RECOMMENDED MOTION:** Motion to award the bid for the Mattress and Bed Base Removal, Disposal Recycling for the Department of Solid Waste to the responsible, responsive bidder Turbo Haul, Inc., of Annapolis Junction, MD who submitted the Total Bid Price in the amount of \$832.53 per ton.

**REPORT-IN-BRIEF:** The Department of Solid Waste sought bids for the Mattress and Bed Base Removal, Disposal Recycling. Service is required as needed and as the materials are collected at the 40 West Landfill. The County will call or email notification to the Contractor when materials are ready for pick-up. The Contractor will be required to remove the materials within two (2) days after the County's notification. Service will not be required on Sundays and holidays as specified. Mattress poses several challenges for landfills. They do not compact well, take up a lot of space, create flammable air pockets, and the springs can get tangled in the compacting equipment.

All prices offered shall be firm against any increase for one (1) year from the effective date of this Contract. Prior to commencement of subsequent renewal terms, Washington County, Maryland will entertain a request for escalation considering the Solid Waste's budgetary and economic conditions. If those conditions allow, the County shall use the U.S. Department of Labor Consumer Price Index (CPI) for the Washington Metropolitan Area, based upon a twelve (12) month average over the prior year to help determine the amount of the increase. If the increase is approved, it would become effective the first day of the subsequent renewal and shall not exceed three percent (3%).

The contract will be for an initial three (3) year period, tentatively commencing July 1, 2022, with an option by the Board of County Commissioners to renew for up to two (2) additional consecutive one (1) year periods, subject to written notice given by the County Commissioners at least sixty (60) calendar days in advance of the expiration date. If the Bidder wishes to renew the Contract, he/she must submit a letter of intent to the Owner's Representative at least ninety (90) calendar days prior to the expiration of each contract year. The County reserves the right to accept or reject any request for renewal and any increase/decrease in costs for each location that the bidder may request.

The bid was advertised on the State's "*eMaryland Marketplace*" and County's website, and published in the local newspaper. Six hundred sixty-two (662) persons/companies

registered/downloaded the bid document on-line, and one (1) firm was represented at the pre-bid conference/teleconference. One (1) bid was received on June 8, 2022 as indicated on the attached bid tabulation sheet.

**DISCUSSION:**

**FISCAL IMPACT:** Funding in the amount of \$150,000 has been approved in the FY'23 budget for these services

**CONCURRENCES:** Division Director

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bid Tabulation Matrix

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

**PUR-1552 Mattress & Base Removal, Disposal Recycling  
Washington County, Maryland**

	<b>Turbo Haul, Inc. Annapolis Junction, MD</b>
<b>TOTAL PRICE PER TON FOR Mattress and Bed Base Removal, Disposal Recycling</b>	\$832.53
<b>ADDRESS OF MATTRESS AND BED BASE RECYCLING FACILITY(IES)</b> <b>(Contractor shall supply the following information for the facility or facilities to be used under this contract.)</b>	
<b>NAME AND ADDRESS OF FACILITY, LOCATION 1</b>	<b>Turbo Haul, Inc. 11071-A Guilford Road Annapolis Junction, MD 20701</b>
<b>NAME AND ADDRESS OF FACILITY, LOCATION 2</b>	N/A

\*Corrected calculations based on unit pricing

**Remarks/Exceptions:**





## Agenda Report Form

### Open Session Item

**SUBJECT:** Construction Bid Award – Fall 2022 Tree Planting  
Contract No. SR-TP-300-28

**PRESENTATION DATE:** July 12, 2022

**PRESENTATION BY:** Scott Hobbs, Director, Division of Engineering

**RECOMMENDED MOTION:** Move to award the bid for the Fall 2022 Tree Planting contract to the lowest responsive, responsible bidder, Conservation Services, Inc. of Waynesboro, Virginia in the amount of \$215,224.00.

**REPORT-IN-BRIEF:** The project was advertised in the Herald Mail, on the County's website, and on the State of Maryland's website, "e-Maryland Marketplace Advantage (eMMA)." One (1) bid was received and opened on Wednesday, June 15, 2022, as listed below.

Contractor:  
Conservation Services, Inc

Total Bid:  
\$ 215,224.00

The bid was evaluated, and the low bid is in order. The engineer's estimate for the work is \$220,000.

**DISCUSSION:** The project involves planting trees in various locations throughout Washington County on public school properties. This best management practice is a cost-effective measure to fulfill the Municipal Separate Storm Sewer System (MS4) permit requirements for water quality. This is a 90 consecutive calendar day contract with an anticipated Notice to Proceed in August 2022 and a completion date in November 2022. The bid documents include Liquidated Damages in the amount of \$100.00 per calendar day for work beyond the completion date.

**FISCAL IMPACT:** The project will utilize available funds from the Stormwater Retrofits account (DNG039) in the Capital Improvement Plan (CIP).

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bid Tabulation, Aerial Maps

**AUDIO/VISUAL TO BE USED:** Aerial Maps



**Wahington County Division of Engineering**  
**Bid Tabulation**  
**Fall 2022 Tree Planting**  
**Contract No. SR-TP-300-28**

**BIDS RECEIVED: Wednesday, June 15, 2022, 1:00 PM**  
**747 Northern Avenue Hagerstown, MD 21742**  
**Length of Contract: 90 Calendar Days**

					Conservation Services, Inc. 1620 N. Delphine Avenue Waynesboro, VA 22980		
Item	Description	Unit	Quantity	Unit Price	Item Total		
701	Board of Education Office (4.4 acres), Scalp Turf and Hand Plant Bare Root Tree Seedlings	Acres	4.4	\$1,172.50	\$5,159.00		
702	Boonsboro Campus (0.8 acres), Scalp Turf and Hand Plant Bare Root Tree Seedlings	Acres	0.8	\$1,172.50	\$938.00		
703	Clear Spring Campus (2.8 acres), Scalp Turf and Hand Plant Bare Root Tree Seedlings	Acres	2.8	\$1,172.50	\$3,283.00		
704	E. Russell Hicks Middle School (1.2 acres), Scalp Turf and Hand Plant Bare Root Tree Seedlings	Acres	1.2	\$1,172.50	\$1,407.00		
705	Emma K. Doub Elementary School (0.2 acres), Scalp Turf and Hand Plant Bare Root Tree Seedlings	Acres	0.2	\$1,172.50	\$234.50		
706	Fountain Rock Elementary School (1.3 acres), Scalp Turf and Hand Plant Bare Root Tree Seedlings	Acres	1.3	\$1,172.50	\$1,524.25		
707	Funkstown Elementary School (2.0 acres), Scalp Turf and Hand Plant Bare Root Tree Seedlings	Acres	2.0	\$1,172.50	\$2,345.00		
708	Greenbrier Elementary School (0.6 acres), Scalp Turf and Hand Plant Bare Root Tree Seedlings	Acres	0.6	\$1,172.50	\$703.50		
709	Hancock Elementary School (1.0 acres), Scalp Turf and Hand Plant Bare Root Tree Seedlings	Acres	1.0	\$1,172.50	\$1,172.50		
710	Hancock High School (0.7 acres), Scalp Turf and Hand Plant Bare Root Tree Seedlings	Acres	0.7	\$1,172.50	\$820.75		
711	Jonathan Hager Elementary School (1.6 acres), Scalp Turf and Hand Plant Bare Root Tree Seedlings	Acres	1.6	\$1,172.50	\$1,876.00		
712	Lincolshire Elementary School (0.1 acres), Scalp Turf and Hand Plant Bare Root Tree Seedlings	Acres	0.1	\$1,172.50	\$117.25		
713	Maugansville Elementary School (0.3 acres), Scalp Turf and Hand Plant Bare Root Tree Seedlings	Acres	0.3	\$1,172.50	\$351.75		
714	Old Forge Elementary School (3.5 acres), Scalp Turf and Hand Plant Bare Root Tree Seedlings	Acres	3.5	\$1,172.50	\$4,103.75		
715	Pleasant Valley Elementary School (0.5 acres), Scalp Turf and Hand Plant Bare Root Tree Seedlings	Acres	0.5	\$1,172.50	\$586.25		
716	Potomac Heights Elementary School (0.2 acres), Scalp Turf and Hand Plant Bare Root Tree Seedlings	Acres	0.2	\$1,172.50	\$234.50		
717	Salem Avenue Elementary School (0.5 acres), Scalp Turf and Hand Plant Bare Root Tree Seedlings	Acres	0.5	\$1,172.50	\$586.25		
718	Smithsburg Campus (2.1 acres), Scalp Turf and Hand Plant Bare Root Tree Seedlings	Acres	2.1	\$1,172.50	\$2,462.25		
719	Springfield Middle School (1.4 acres), Scalp Turf and Hand Plant Bare Root Tree Seedlings	Acres	1.4	\$1,172.50	\$1,641.50		
720	Western Heights Middle School (0.4 acres), Scalp Turf and Hand Plant Bare Root Tree Seedlings	Acres	0.4	\$1,172.50	\$469.00		
721	Williamsport Campus (3.2 acres), Scalp Turf and Hand Plant Bare Root Tree Seedlings	Acres	3.2	\$1,172.50	\$3,752.00		
722	Installation of 5' Shelter (with Stake, Ties, and Bird Netting)	EA	10,080	\$9.39	\$94,656.00		
723	Mowing of All Locations (prior to hand planting)	LS	1	\$9,360.00	\$9,360.00		
724	Mowing Maintenance of All Locations (4 total rounds)	EA	1	\$37,440.00	\$37,440.00		
725	Spot Application of Herbicide (3 total treatments)	EA	3	\$13,333.33	\$40,000.00		
			Acres:	28.8	Total:		
					\$215,224.00		

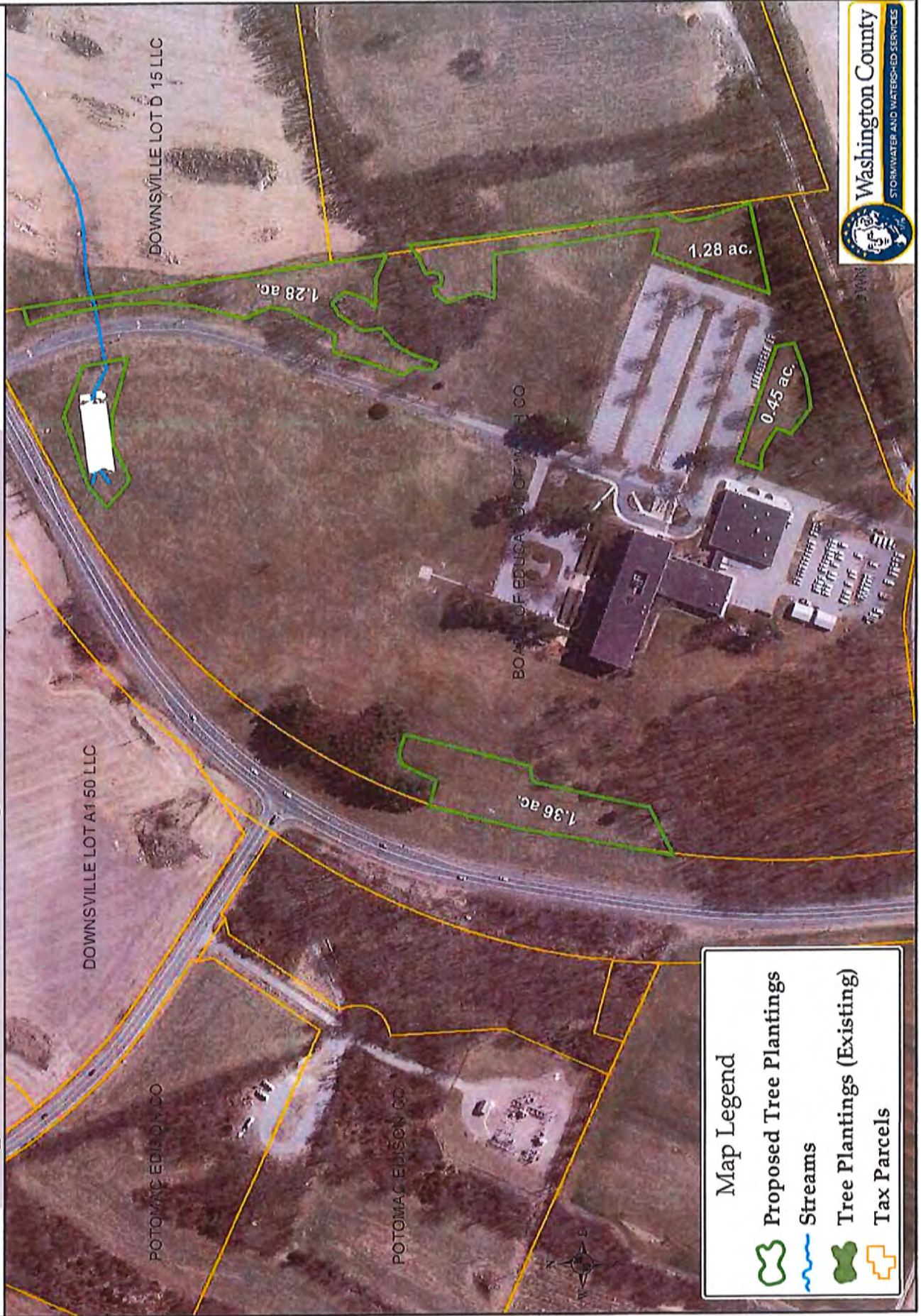
## **PLANTING LOCATIONS**

### **BOARD OF EDUCATION TREE PLANTING PROPERTIES**

1.) Board of Education Office	10435 Downsview Pike, Hagerstown
2.) Boonsboro Campus	5 Campus Avenue, Boonsboro
3.) Clear Spring Campus	12630 Broadfording Rd, Clear Spring
4.) E. Russell Hicks Middle School	1321 South Potomac Street, Hagerstown
5.) Emma K. Doub Elementary School	1221 South Potomac Street, Hagerstown
6.) Fountain Rock Elementary School	17145 Lappans Road, Hagerstown
7.) Funkstown Elementary School	23 Funkstown Road, Hagerstown
8.) Greenbrier Elementary School	21222 San Mar Road, Boonsboro
9.) Hancock Elementary School	290 West Main Street, Hancock
10.) Hancock High School	289 West Main Street, Hancock
11.) Jonathan Hager Elementary School	12615 Sedgwick Way, Hagerstown
12.) Lincolnshire Elementary School	17545 Lincolnshire Road, Hagerstown
13.) Maugansville Elementary School	18023 Maugans Avenue, Hagerstown
14.) Old Forge Elementary School	21615 Old Forge Road, Hagerstown
15.) Pleasant Valley Elementary School	1707 Rohrsersville Road, Knoxville
16.) Potomac Heights Elementary School	301 East Magnolia Avenue, Hagerstown
17.) Salem Ave Elementary School	1323 Salem Avenue, Hagerstown
18.) Smithsburg Campus	66 North Main Street, Smithsburg
19.) Springfield Middle School	334 Sunset Avenue, Williamsport
20.) Western Heights Middle School	1300 Marshall Street, Hagerstown
21.) Williamsport Campus	5 South Clifton Drive, Williamsport



# BOE Proposed Tree Plantings: BOE Main Office - 4.4ac.



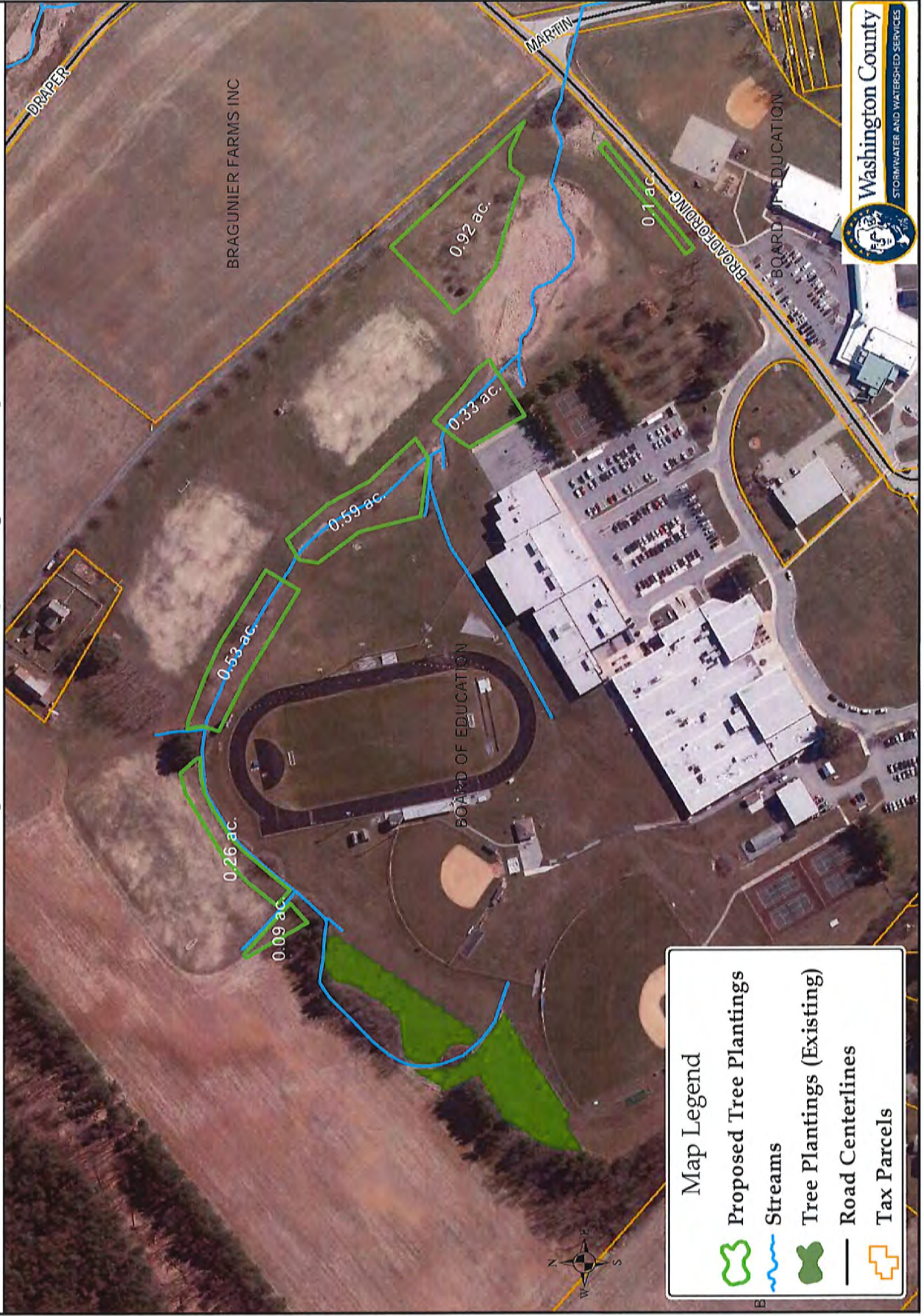


# BOE Proposed Tree Plantings: Boonsboro Campus - 0.8 ac.





# BOE Proposed Tree Plantings: Clear Spring Campus - 2.8 ac.





# BOE Proposed Tree Plantings: E. Russell Hicks Middle School - 1.2 ac.





# BOE Proposed Tree Plantings: Emma Doub Elementary School - .2 ac.





# BOE Proposed Tree Plantings: Fountain Rock Elementary - 1.3 ac.



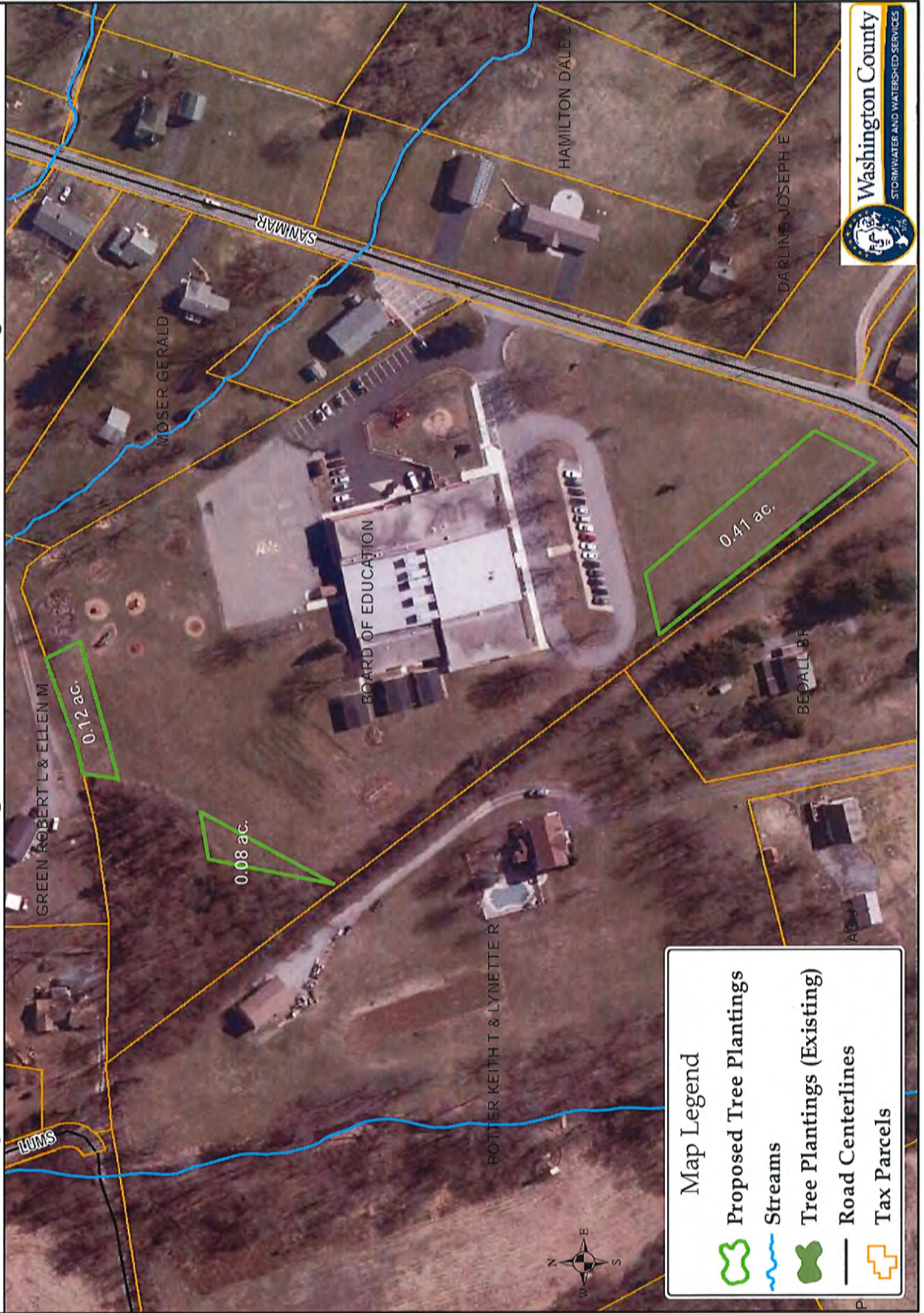


# BOE Proposed Tree Plantings: Funkstown Elementary School - 2 ac.





# BOE Proposed Tree Plantings: Greenbrier Elementary School - 0.6 ac.



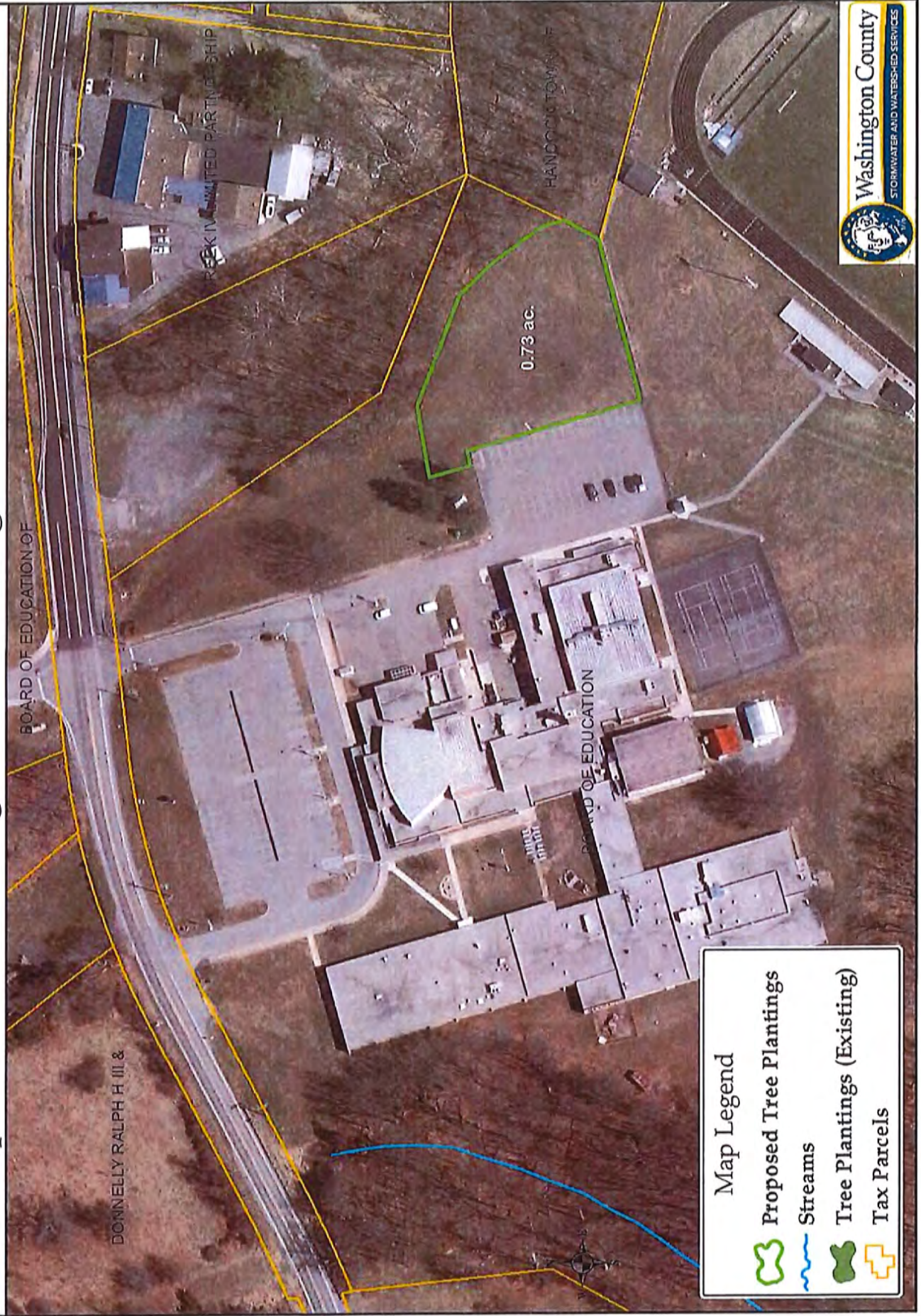


# BOE Proposed Tree Plantings: Hancock Elementary School - 1 ac.



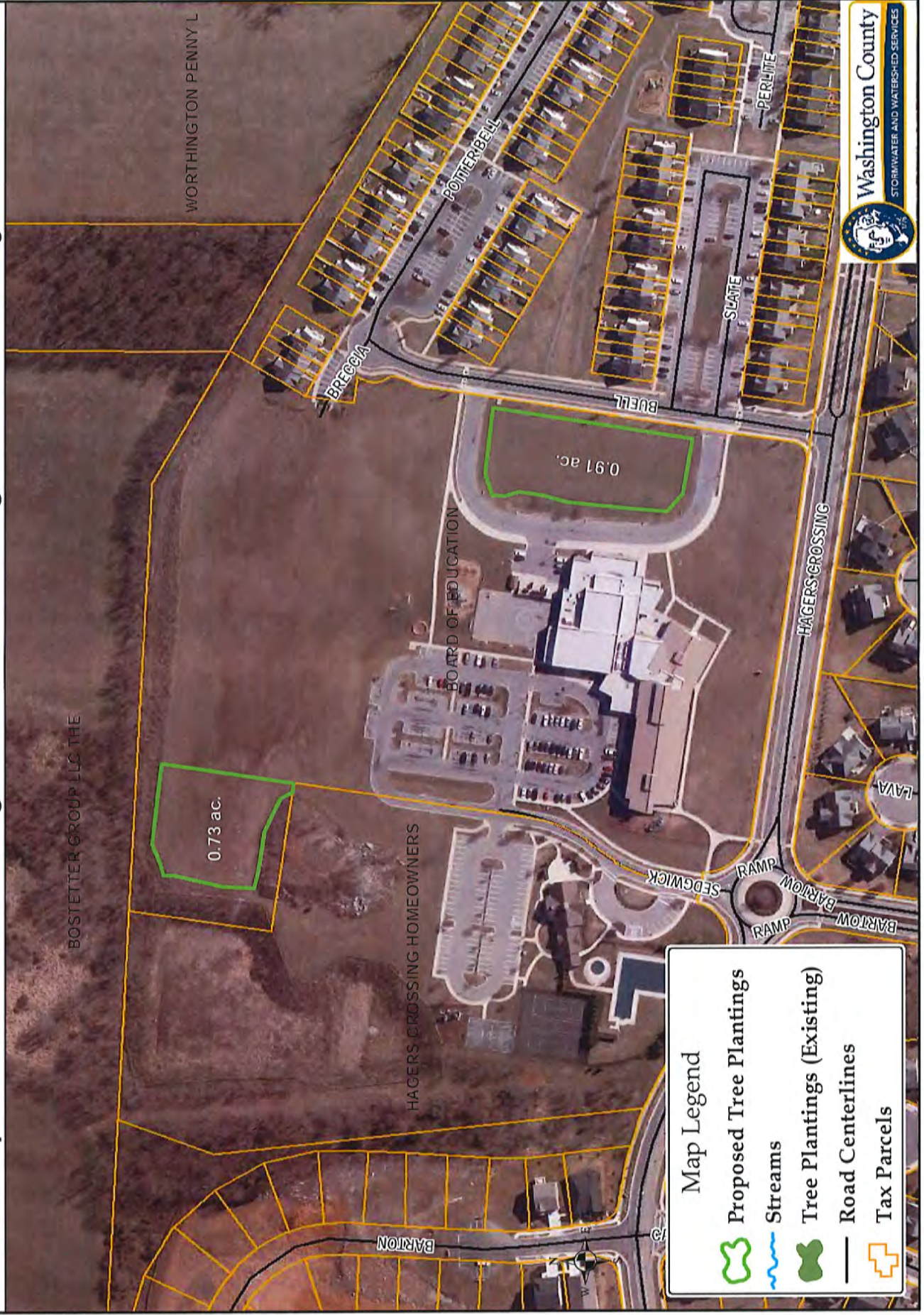


# BOE Proposed Tree Plantings: Hancock High - 0.7 ac.





# BOE Proposed Tree Plantings: Jonathan Hager Elementary - 1.6 ac.





# BOE Proposed Tree Plantings: Lincolnshire Elementary - 0.1 ac.



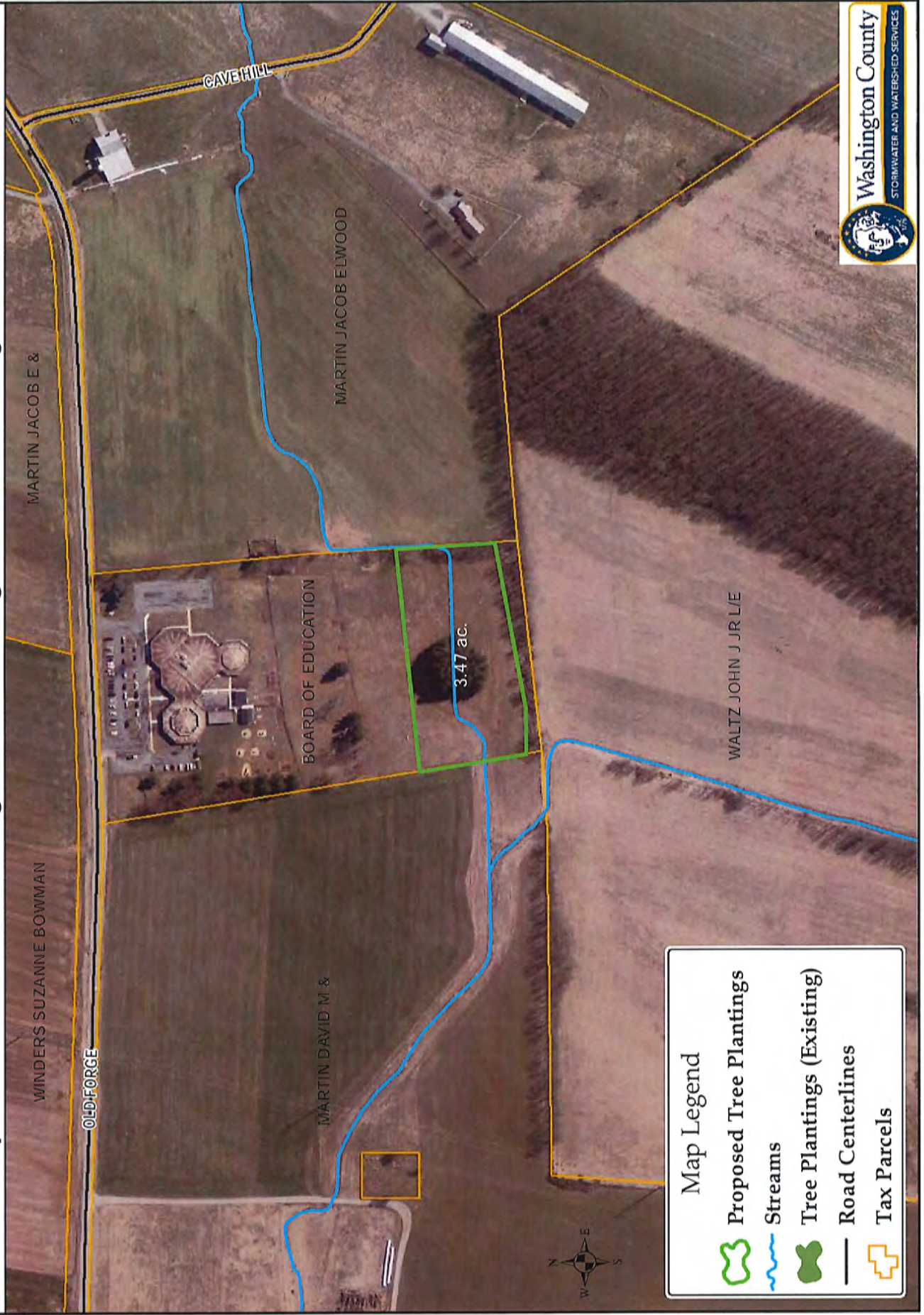


# BOE Proposed Tree Plantings: Maugansville Elementary School - .3 ac.



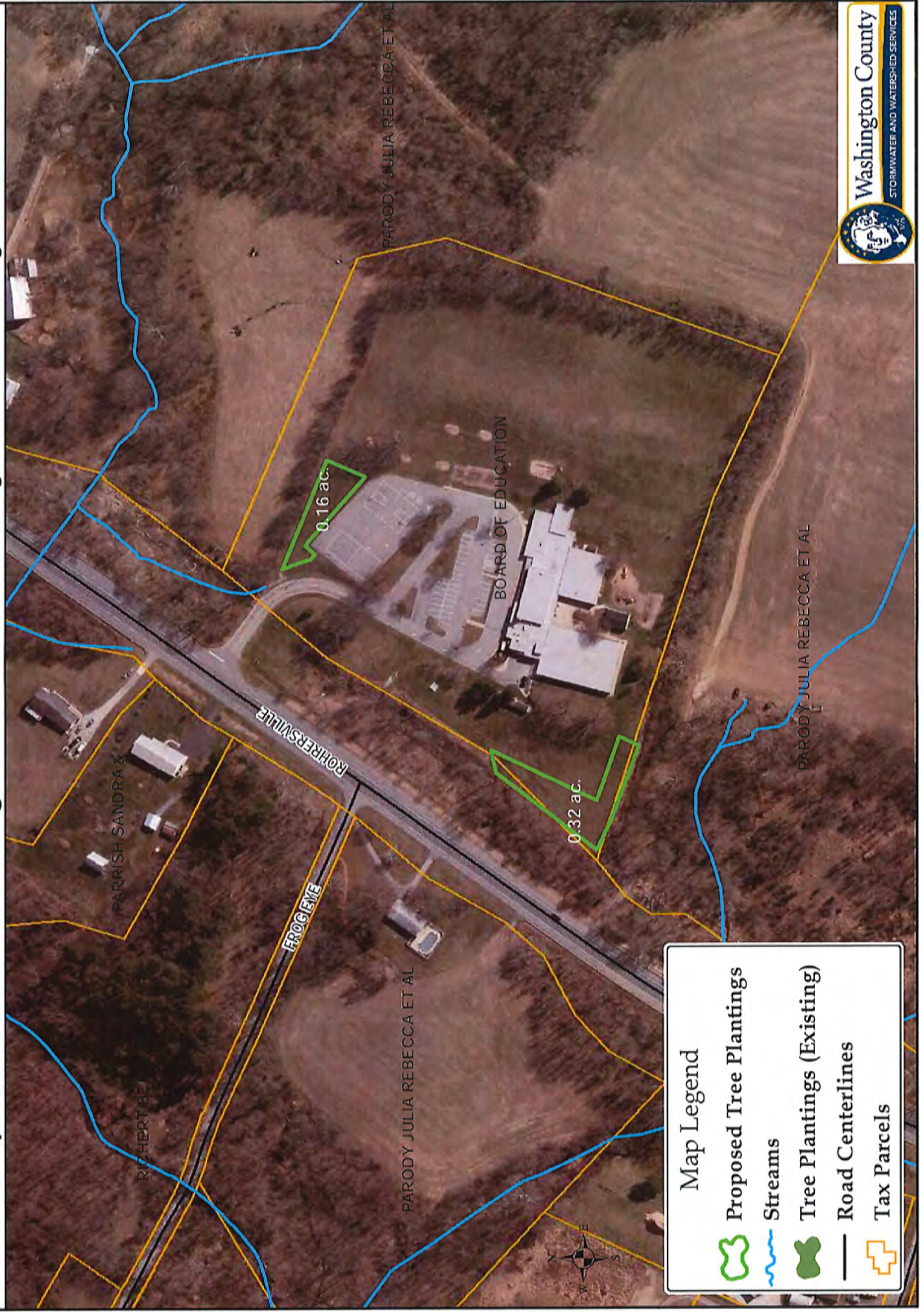


# BOE Proposed Tree Plantings: Old Forge Elementary School - 3.5 ac.





# BOE Proposed Tree Plantings: Pleasant Valley Elementary - .5 ac.





# BOE Proposed Tree Plantings: Potomac Heights Elementary - .2 ac.





# BOE Proposed Tree Plantings: Salem Ave Elementary School - .5 ac.





# BOE Proposed Tree Plantings: Smithsburg Campus - 2.1 ac.





# BOE Proposed Tree Plantings: Springfield Middle School - 1.4 ac.





# BOE Proposed Tree Plantings: Western Heights Middle School - .4 ac.





# BOE Proposed Tree Plantings: Williamsport Campus - 3.2 ac.





## Agenda Report Form

### Open Session Item

**SUBJECT:** Construction Bid Award – Showalter Road at Crayton Blvd Signal Intersection Improvements

**PRESENTATION DATE:** July 12, 2022

**PRESENTATION BY:** Scott Hobbs, Director, Division of Engineering

**RECOMMENDED MOTION:** Move to award the bid for the Showalter Road at Crayton Boulevard Signal Intersection Improvements contract to the lowest responsive, responsible bidder, C. William Hetzer, Inc. of Hagerstown in the amount of \$661,660.

**REPORT-IN-BRIEF:** The project was advertised in The Herald Mail, on the County's website, and on the State of Maryland's website, e-Maryland Marketplace Advantage. One (1) bid was received on Wednesday, June 22, 2022 as listed below.

Contractor:  
C. William Hetzer, Inc.

Total Bid:  
\$661,660.00

The bid was evaluated, and the low bid is in order. The engineer's estimate for the work is \$650,000.

**DISCUSSION:** The project involves the installation of a new traffic signal and associated equipment; signage; 2-inch mill and overlay; and pavement markings at the intersection of Showalter Road and Crayton Boulevard. The project is a 275 consecutive calendar day contract with an anticipated notice to proceed in August 2022 and a completion date in May 2023. The bid documents include Liquidated Damages in the amount of \$250.00 per calendar day for work beyond the completion date. There are no road closures associated with this work.

**FISCAL IMPACT:** This is a budgeted Capital Improvement Plan (CIP) project (RDI065 and EQP052). Total expenses are estimated at \$711,660; including \$661,660 for the proposed bid award, \$30,000 for inspection/testing/utilities/right-of-way and \$20,000.00 for construction contingency.

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bid Tabulation, Aerial Map

**AUDIO/VISUAL TO BE USED:** Aerial Map





**WASHINGTON COUNTY DIVISION OF ENGINEERING**  
**BID TABULATION**  
**SHOWALTER ROAD AT CRAYTON BOULEVARD**  
**SIGNAL INTERSECTION IMPROVEMENTS**  
**CONTRACT NO. TS-SC-040-16**

Bids Received: Wednesday, June 22, 2022

2:00 P.M., EST

Hagerstown, MD 21740

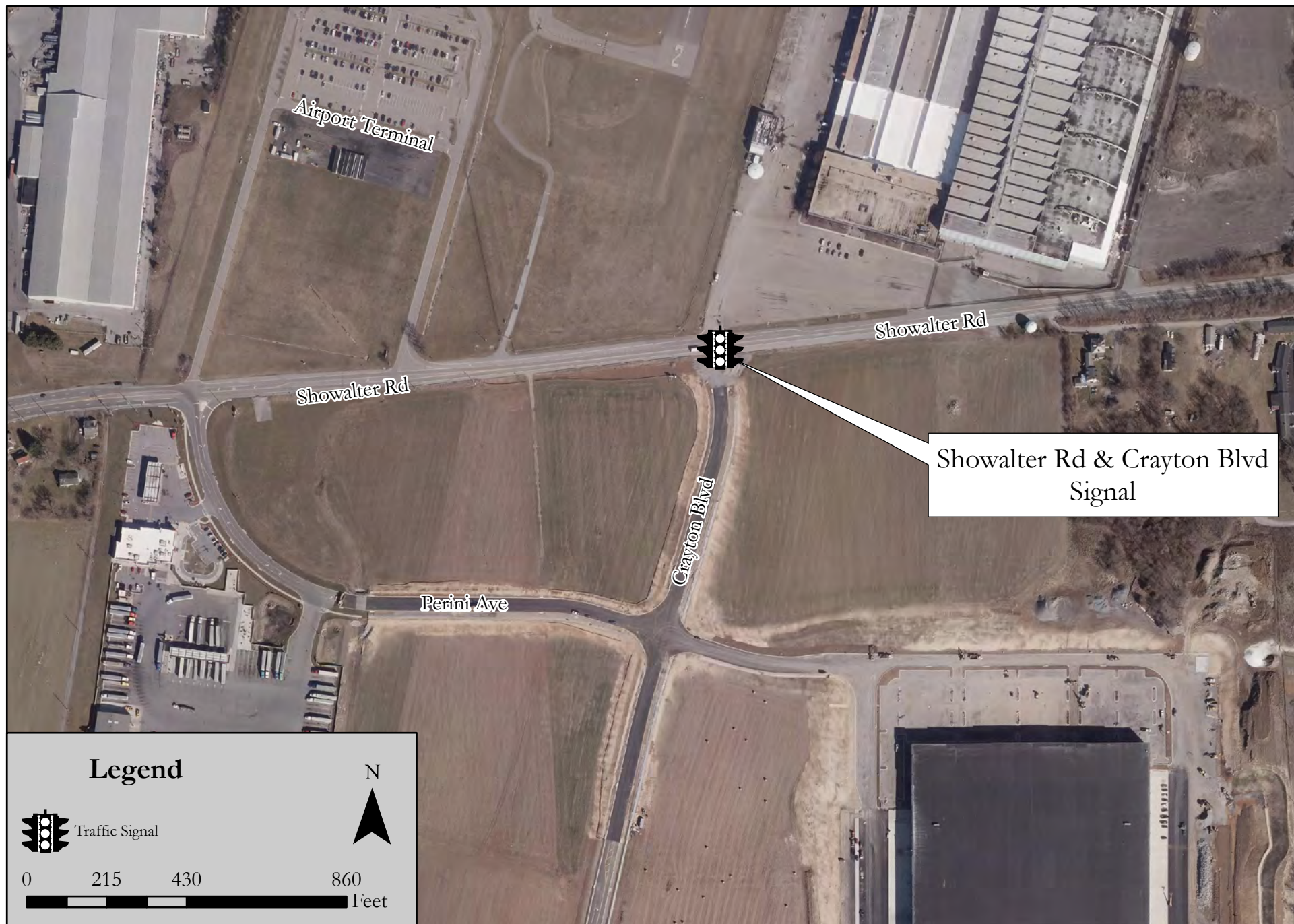
Length of Contract: 275 Calendar Days

**C. William Hetzer, Inc.**  
**PO Box 506**  
**Hagerstown, MD 21741**

Unit No.	Description	Unit	Quantity	Unit Price	Item Total
1001	Mobilization	LS	1	\$68,720.00	\$68,720.00
1002	Maintenance of Traffic	LS	1	\$83,960.00	\$83,960.00
1003	Temporary Traffic Signs	SF	60	\$29.50	\$1,770.00
1004	Drums for Maintenance of Traffic	EA	25	\$120.00	\$3,000.00
1005	Construction Stakeout	LS	1	\$5,960.00	\$5,960.00
1006	Contingent: Temporary Orange Construction Fence	LF	100	\$14.75	\$1,475.00
2001	Unclassified Excavation	CY	20	\$41.50	\$830.00
2002	Selected Backfill	CY	10	\$53.00	\$530.00
2003	Contingent: Test Pit Excavation	CY	15	\$83.00	\$1,245.00
5001	Milling Asphalt Pavement, 0-2 Inches	SY	7550	\$4.25	\$32,087.50
5002	Hot Mix Asphalt Superpave Surface 9.5mm (PG64-22)	TON	906	\$110.00	\$99,660.00
5003	5 Inch Yellow Thermoplastic Pavement Markings	LF	5600	\$1.05	\$5,880.00
5004	5 Inch White Thermoplastic Pavement Markings	LF	4800	\$1.05	\$5,040.00
5005	10 Inch Yellow Thermoplastic Pavement Markings	LF	200	\$2.35	\$470.00
5006	12 Inch White Preformed Thermoplastic Pavement Markings	LF	50	\$9.40	\$470.00
5007	24 Inch White Preformed Thermoplastic Pavement Markings	LF	80	\$15.25	\$1,220.00
5008	White Preformed Thermoplastic Pavement Marking Symbols	SF	205	\$26.00	\$5,330.00
5009	Saw Cutting	LF	200	\$8.30	\$1,660.00
6001	Removeable 6.6 Inch Bollards	EA	4	\$1,040.00	\$4,160.00
7001	Placing Furnished Topsoil, 4 Inch Depth	SY	100	\$15.75	\$1,575.00
7002	Turfgrass Establishment	SY	100	\$11.50	\$1,150.00
8001	Concrete for Foundations and Cabinet Pad	CY	11	\$1,420.00	\$15,620.00
8002	Square Perforated Tubular Steel Post	EA	2	\$570.00	\$1,140.00
8003	Square Perforated Tubular Steel Anchor Base	EA	2	\$570.00	\$1,140.00
8004	Ground Rod - 3/4 Inch Diameter x 10 Foot Length	EA	6	\$265.00	\$1,590.00
8005	4 Inch Schedule 80 Rigid PVC Conduit - Trenched	LF	110	\$42.50	\$4,675.00
8006	LED Lamp and Luminaire	EA	2	\$1,180.00	\$2,360.00
8007	Embedded Metered Service Pedestal	EA	1	\$4,130.00	\$4,130.00
8008	20 Foot Lighting Arm on Signal Structure	EA	2	\$4,720.00	\$9,440.00
8009	Electrical Service Cable - 3 Wire - 1 Conductor (4 AWG)	LF	50	\$4.70	\$235.00
8010	Telephone Service - Communication Cable	LF	50	\$11.75	\$587.50
8011	Electrical Cable - 3 Conductor (12 AWG)	LF	400	\$3.55	\$1,420.00
8012	Electrical Cable - 2 Conductor (14 AWG)	LF	400	\$3.25	\$1,300.00
8013	Electrical Cable - 5 Conductor (14 AWG)	LF	400	\$3.55	\$1,420.00
8014	Electrical Cable - 7 Conductor (14 AWG)	LF	1650	\$4.15	\$6,847.50
8015	Stranded Bare Copper Ground Wire (6 AWG)	LF	1100	\$3.55	\$3,905.00
8016	Electrical Handhole	EA	1	\$4,370.00	\$4,370.00
8017	Wood Sign Supports 4 Inch x 6 Inch	LF	50	\$28.50	\$1,425.00
8018	Sheet Aluminum Signs - Ground Mounted	SF	65	\$36.50	\$2,372.50
8019	Sheet Aluminum Signs - Mast Arm Mounted	SF	85	\$105.00	\$8,925.00
8020	12 Inch LED Vehicular Traffic Signal Head Section	EA	28	\$530.00	\$14,840.00
8021	16 Inch LED Countdown Pedestrian Signal Head	EA	2	\$1,180.00	\$2,360.00
8022	Traffic Signal Control Cabinet	EA	1	\$27,140.00	\$27,140.00
8023	Traffic Signal Controller	EA	1	\$15,930.00	\$15,930.00
8024	Video Camera Detection Interface Equipment	EA	1	\$7,080.00	\$7,080.00
8025	IP Base Video Detection Camera	EA	4	\$11,210.00	\$44,840.00
8026	Video Camera Detection Lead-In Cable	LF	850	\$3.55	\$3,017.50
8027	Battery Backup Equipment for Traffic Signals	LS	1	\$25,960.00	\$25,960.00
8028	2-Wire APS Central Control Unit	EA	1	\$4,480.00	\$4,480.00
8029	Audible / Tactile Pedestrian Pushbutton Station and Sign	EA	2	\$1,420.00	\$2,840.00
8030	27 Foot Steel Pole with Twin 44 Foot Mast Arms	EA	1	\$37,760.00	\$37,760.00
8031	27 Foot Steel Pole with 75 Foot Mast Arm	EA	1	\$49,560.00	\$49,560.00
8032	10 Foot Breakaway Pedestal Pole	EA	2	\$4,960.00	\$9,920.00
8033	Discriminator Module - 4 Channel No. 764	EA	1	\$4,600.00	\$4,600.00
8034	Opticom No. 721 Detector Eye	EA	3	\$2,950.00	\$8,850.00
8035	Opticom Detector Cable (20 AWG)	LF	650	\$3.55	\$2,307.50
8036	2-Inch Schedule 80 Rigid PVC Conduit - Trenched	LF	40	\$27.00	\$1,080.00
<b>TOTAL BID:</b>					<b>\$661,660.00</b>



# Showalter Rd & Crayton Blvd Intersection





## Agenda Report Form

### Open Session Item

**SUBJECT:** 2021 Building Code Review Committee

**PRESENTATION DATE:** July 12, 2022

**PRESENTATION BY:** Rich Eichelberger, Director of Permits and Inspections

**RECOMMENDED MOTION:** Move to approve the proposed Building Code Review Committee members to assist in the review of the 2021 Building Codes in preparation for local adoption.

**REPORT-IN-BRIEF:** The 2021 code adoption, as required by the State of Maryland, includes State Building Performance Standards and Washington County local amendments. Local amendments allow for some modification to the new codes to meet local conditions and for consistency and coordination with customers as well as external agencies. The local amendments will be the result of the work of this committee.

**DISCUSSION:** It is anticipated the State of Maryland will adopt the Maryland Building Performance Standards (MBPS) to become effective September 2022. Local jurisdictions are required to adopt the MBPS with local amendments as needed to the needs of that jurisdiction within 12 months of state adoption. The committee will provide review of the state adopted codes and provide recommendations to the Commissioners for final approval. The goal is to complete the process for adoption and implementation by July 2023.

As with prior code cycles, the Committee will consist of various government, design, and construction representatives. The purpose of the review is to consider safety, consistency, common sense, and customer service across agencies as it relates to Washington County.

The Plumbing, Mechanical, and Electrical codes will be reviewed by the members of their respective Boards.

**FISCAL IMPACT:** Approximately \$5,500 for Committee/Board member code books. This is a budgeted item.

**CONCURRENCES:** County Administrator

**ALTERNATIVES:** N/A

**ATTACHMENTS:** 2021 Building Code Review Committee member list

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





## DIVISION OF PERMITS AND INSPECTIONS

### WASHINGTON COUNTY 2021 BUILDING CODE REVIEW COMMITTEE

- **Maryland Registered Architect – Michael Gehr AIA**  
**Bushey Feight Morin Architects Inc. – BFM Architects Inc.**
- **Maryland Registered Structural Engineer – Dan Matonak, P.E.**  
**Matonak & Associates**
- **Maryland Licensed Mechanical Engineer – Les Grim, P.E., LEED AP, CxA**  
**L.S. Grim Consulting Engineers**
- **Washington County Licensed Residential Home Builder – Carl Vogel**  
**Oliver Homes**
- **City of Hagerstown Building Official Representative – Blaine Mowen**  
**Chief Code Official, City of Hagerstown Planning & Codes Administration**
- **Maryland State Fire Marshal Official Representative – Joe Goodrich**  
**State Fire Marshal Inspector**
- **County Building Code Official/Division Director – Richard W. Eichelberger**  
**Division of Permits and Inspections**
- **County Deputy Code Official/Chief Plans Examiner – Frank Quillen**  
**Division of Permits and Inspections**
- **County Chief Building Inspector/Senior Plans Examiner – Terry Feiser**  
**Division of Permits and Inspections**
- **Administrative Assistant- Jennifer Mellott**  
**Division of Permits and Inspections**
- **Code Review Coordinator- Chief of Permitting – Becky Gander**  
**Division of Permits and Inspections**



## Agenda Report Form

### Open Session Item

**SUBJECT:** FY24 Family Law Fund – Approval to Submit Application and Accept Awarded Funding

**PRESENTATION DATE:** July 12, 2022

**PRESENTATION BY:** Kristin Grossnickle, Court Administrator, Circuit Court for Washington County and Nicole Phillips, Grant Manager, Office of Grant Management

**RECOMMENDED MOTION:** Move to approve the submission of the FY24 Family Law Fund application in the amount of \$392,068 and accept awarded funding.

**REPORT-IN-BRIEF:** This grant program provides funds from the Department of Juvenile and Family Service's Grant program of the Maryland Judiciary (DJFS), each year to Washington County Circuit Court to deliver appropriate services available for low income families who appear before the court to resolve family legal matters. Each court within the State of Maryland is required by Maryland Rules 16-307, to have a family support services division to implement the goals and objectives as set forth by the DJFS.

**DISCUSSION:** Through the Department of Family Service Grant program the following services are funded in the Washington County Circuit Court: salary and fringe benefits of the Family Support Services Coordinator and Permanency Planning Liaison, Family Law Advice Clinic, and as funding allows, Family Services Programs such as parent education classes, custody evaluations, children's attorney, mental health/substance abuse evaluations, parenting coordinators, Alternative Dispute Resolution (ADR)/Mediation, and supervised visitation. The Office of Grant Management has reviewed the grant funding guidelines. This grant is annually recurring. The funder caps pay increases at 3.5%, if there are any pay increases in FY24 in excess of 3.5% the Circuit Court would need to allocate funds within its approved budget for this expense.

**FISCAL IMPACT:** Provides \$392,068 for the Washington County Circuit Court's Family Court Program.

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

**ALTERNATIVES:** Deny approval for submission of this request

**ATTACHMENTS:** N/A

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



## Agenda Report Form

### Open Session Item

**SUBJECT:** Community Legacy Grant Application Submittal – Ft. Ritchie Building 305 Rehabilitation

**PRESENTATION DATE:** July 12, 2022

**PRESENTATION BY:** Jennifer Kinzer, Deputy Director, Dept. of Planning & Zoning

**RECOMMENDED MOTION:** Move to approve the submission of the grant application for rehabilitation of Building 305 for the Fort Ritchie Redevelopment Project to the Maryland Department of Housing & Community Development (DHCD) in the amount of \$275,000.

**REPORT-IN-BRIEF:** The Department of Planning & Zoning is requesting permission to submit a grant application to DHCD's Community Legacy grant program on behalf of Cascade Properties, LLC requesting \$275,000 to assist with the costs of rehabilitating Building 305 to facilitate future development of the former Ft. Ritchie property. Total project cost is \$332,000.00.

**DISCUSSION:** Cascade Properties, LLC purchased the former Fort Ritchie property on April 7, 2021. The new owner is proposing a rehabilitation project that includes Building 305, situated adjacent to the Fort Ritchie Museum, which was used by US born Japanese soldiers for translating documents. The building would be used for non-residential purposes providing a space for an artisan village to be established for local artists to showcase their work. This building also contains a recently discovered WWII era wall mural. Due to the deteriorating condition of the building, the purpose of this grant is to replace the roof, windows and doors of the building while upgrading the electrical and plumbing systems within. This is a shovel ready project with immediate access to utilities and prepared construction estimates.

The Office of Grant Management has reviewed the request, grant funding guidelines and provided supporting documentation. The grant does not require any matching fund contribution from the County, but does require that the County and Cascade Properties, LLC execute a MOU outlining each party's roles and responsibilities related to this project. If awarded, the matter will be brought before the Board to obtain approval to accept the funding and enter into an agreement with Cascade Properties, LLC.

The performance period for the grant is October 1, 2022 through Dec. 31, 2023 and there are no unusual conditions or requirements associated with the grant.

**FISCAL IMPACT:** Grant funds would provide up to \$275,000 for the building rehabilitation. Any remaining balance is the responsibility of Cascade Properties, LLC.

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

**ALTERNATIVES:** Reject involvement with the project.

**ATTACHMENTS:** Photo of Mural

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





## Agenda Report Form

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### Open Session Item

**SUBJECT:** Budget Adjustment – FY22 Controlled Assets

**PRESENTATION DATE:** July 12, 2022

**PRESENTATION BY:** R. David Hays - Director, Division of Emergency Services (DES)

**RECOMMENDATION:** To authorize a budget adjustment in the amount of \$144,750.00, in effect moving the funding to CIP budget funds under the Division of Emergency Services.

**REPORT-IN-BRIEF:** The Division of Emergency Services received funding for the purchase of several fixed assets in the FY22 budget approved by the BOCC. Under spending requirements applicable to operationally funded items/equipment, they must be purchased and delivered prior to June 30 of the ending budget cycle.

**DISCUSSION:** The items/equipment included in this budget transfer are all approved for purchase under the Divisions existing FY22 funding. Due to limitations and availability, the Division has not been able to successfully execute the purchase of the items/equipment prior to June 30, 2022. The transfer of available funding will allow the Division to complete the purchase of the identified items after July 1, 2022 (FY23).

**FISCAL IMPACT:** \$144,750.00

**CONCURRENCES:** CFO

**ALTERNATIVES:** Repair the current vehicle with cost expected to exceed \$9,000.00

**ATTACHMENTS:** Budget Adjustment Form





# Washington County, Maryland Budget Adjustment Form

Print Form

- ☐ Budget Amendment - Increases or decrease the total spending authority of an accounting fund or department
- ☒ Budget Transfer - Moves revenues or expenditures from one account to another or between budgets or funds.

Department Head Authorization

**R. David Hays**

Digitally signed by R. David Hays  
Date: 2022.06.27 13:54:36 -04'00'

Division Director / Elected Official Authorization

**R. David Hays**

Digitally signed by R. David Hays  
Date: 2022.06.27 13:54:44 -04'00'

Budget & Finance Director Approval

County Administrator Approval

County Commissioners Approval

Transaction/Post - Finance

Deputy Director - Finance

Preparer, if applicable

**R. David Hays**  
Digitally signed by R. David Hays  
Date: 2022.06.27 13:54:51 -04'00'

Required approval with date

If applicable with date

Required approval with date

Required approval with date

Required > \$ 25,000 with date

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
599999	10	11430				Controllable Assets - Special Ops	-28,260
600400	10	11430				Machinery - Special Ops	-30,610
600200	10	11440				Buildings & Improv - Emergency Communications	-60,880
600300	10	11535				Vehicles - PSTC	-25,000
502000	10	91230				Appropriations - CIP	144,750
498710	30	10500	VEH008		0000	Capital Transfer - General	144,750
599999	30	10500	VEH008		EQPT	General Vehicle & Equipment Replacement	144,750

Explain Budget Adjustment

Due to continued delays in delivery and product availability, it is necessary to move approved funding from FY22 Operating Budgets into CIP projects to secure funding for the completion of several projects; Carpet/HVAC upgrade (911 Center), UTV purchase (PSTC), 1 Enclosed trailer, Boat motor, inflatable rafts, air cart (Special Operations).

Required Action by County Commissioners

☐

No Approval Required

☒

Approval Required

Approval Date if Known



## Agenda Report Form

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### Open Session Item

**SUBJECT:** FY22 Capital Budget Adjustment – Administration Annex Relocation

**PRESENTATION DATE:** July 12, 2022

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

**RECOMMENDED MOTION:** To approve the budget adjustment as presented.

**REPORT-IN-BRIEF:** To properly record the settlement and disposal of the 80 West Baltimore Street property, a budget adjustment is needed.

**DISCUSSION:** The original budget adjustment for the Administration Annex Relocation project was approved on December 7, 2021. This budget adjustment does not change the total project budget but changes the funding source and adds the appropriation to come from the General Fund to match the proper accounting treatment of the settlement for the 80 West Baltimore Street property.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Budget Adjustment Form

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



# Washington County, Maryland Budget Adjustment Form

Print Form

- ☐ Budget Amendment - Increases or decrease the total spending authority of an accounting fund or department
- ☒ Budget Transfer - Moves revenues or expenditures from one account to another or between budgets or funds.

Department Head Authorization

Division Director / Elected Official Authorization

Budget & Finance Director Approval

County Administrator Approval

County Commissioners Approval

**Kelcee Mace**

Digitally signed by Kelcee Mace  
Date: 2022.07.01 11:40:40 -04'00'

Transaction/Post -Finance

Deputy Director - Finance

Preparer, if applicable

Required approval with date

If applicable with date

Required approval with date

Required approval with date

Required > \$ 25,000 with date

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
490010	10	10950				Gain/Loss on Sale of Asset	1,800,000
502000	10	91230				Appropriations - CIP	1,800,000
498710	30	11620	BLD108		0000	Capital Transfer - General	1,800,000
498800	30	11620	BLD108		0000	Other - CIP Revenue	-1,800,000

Explain Budget Adjustment

Original budget adjustment for the administration annex relocation was approved on December 7, 2021. This budget adjustment does not change the overall budget amount for the project, but changes the funding source and adds the appropriation to come from General Fund to match the proper accounting treatment of the settlement for the 80W Baltimore St property. **+**

Required Action by  
County Commissioners

☐ No Approval Required

☒ Approval Required

Approval Date if  
Known

Jul 12, 2022







## Agenda Report Form

### Open Session Item

**SUBJECT:** American Rescue Plan Act of 2021 Older American Act Funds – Revised Request

**PRESENTATION DATE:** July 12, 2022

**PRESENTATION BY:** Amy Olack, CEO, and Ed Lough, President, Board of Directors

**RECOMMENDED MOTION:** To approve funding of \$110,826 for use as matching funds toward American Rescue Plan Act of 2021 designated funds to the Washington County Commission on Aging, Inc. (WCCOA), and to allocate \$11,201 for improvements, upgrades and furnishings at the County's Senior Center buildings.

**REPORT-IN-BRIEF:** On March 11, 2021, the American Rescue Plan Act of 2021 (ARP) was signed into law. Section 2921 of the law appropriated \$1.434 billion to remain available until expended to carry out the Older Americans Act of 1965 (OAA). Area Agencies on Aging (AAA) are eligible to receive funding under Title III Parts B, C1, C2, D, and E if local match requirements are met. Federal funds are not an allowable match. On December 7, 2021, the County Commissioner unanimously voted to approve \$122,027 as the required match for \$575,719 in Federal funds available to Washington County's Area Agency on Aging to support older adults. Since that time, the CEO of the WCCOA clarified with the Maryland Department of Aging, their obligation to provide \$11,201 in State matching funds, thus reducing the County funds match to \$110,826. The remainder of the original approved matching funds of \$11,201, is being requested for use at the County's Senior Center Buildings located at 535 E. Franklin Street.

### **DISCUSSION:**

On May 31, 2022, the Maryland Department of Aging notified the WCCOA of their match provided in the amount of \$11,201 toward the ARP, thus reducing the match amount necessary from the County. At the time of the original request, the State's matching funds were unknown. The County Commissioners unanimously approved \$122,027 at the December 7, 2021 meeting to be used as matching funds as required by the American Rescue Plan Act. The WCCOA is requesting that the County Commissioners reduce the matching fund amount to \$110,826 for the ARP and to allow the remainder of the original request of \$11,201 to be used for the County's Senior Center buildings located at 535 East Franklin Street for improvements, upgrades and furnishings.

The ARP funding would expand or enhance allowable programs and services to older adults. Programs include but are not limited to: Home Delivered Meals, also known as Meals on Wheels; Congregate Sites (7 throughout the County); social isolation; chore, homemaker, and personal care services; caregiver services; health promotion and education; and respite care. The ARP project period for the awards is April 1, 2021 through September 30, 2024. The State Department of Aging will require tracking and reporting of all expenditures.

**FISCAL IMPACT:** No additional funds are being requested beyond the December 7, 2021 approved amount of \$122,027. Local funds of \$110,826 are a required match for the Washington County Commission on Aging, Inc. to receive the proposed \$575,719 in ARP funds. \$11,201 is requested to be re-appropriated for the use of improvements, upgrades and furnishings to the County's Senior Center buildings located at 535 East Franklin Street.

**CONCURRENCES:** None anticipated.

**ALTERNATIVES:** Not to accept \$575,719 in eligible Federal funds. Not to approve the alternate use of the \$11,201.

**ATTACHMENTS:** N/A

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