



100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201
WWW.WASHCO-MD.NET

BOARD OF COUNTY COMMISSIONERS

August 30, 2022

OPEN SESSION AGENDA

- 9:30 AM MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President Jeffrey A. Cline*
APPROVAL OF MINUTES: *August 16, 2022*
June 28, 2022 (revised)
- 9:35 AM COMMISSIONERS' REPORTS AND COMMENTS
- 9:40 AM STAFF COMMENTS
- 9:45 AM CITIZEN PARTICIPATION
- 9:50 AM PROCLAMATION RECOGNIZING SEPTEMBER, OCTOBER AND NOVEMBER
AS "FORGET-ME-NOT" MONTHS
Board of County Commissioners to JR Arnold, Disabled Veterans Organization
- 10:00 AM MACO ANNUAL VISIT TO WASHINGTON COUNTY
Michael Sanderson, Executive Director, MACo; Laura Everngam-Price, President, MACo and Talbot County Council Member
- 10:25 AM AGRICULTURE – FACES OF FARMING PRESENTATION
Susan Grimes, Director, Business Development
- 10:30 AM PUBLIC HEARING – REQUESTS BY ORGANIZATIONS TO BE ADDED TO THE
LIST OF NONPROFIT ORGANIZATIONS TO WHICH THE BOARD OF COUNTY
COMMISSIONERS MAY CONTRIBUTE FUNDS, PURSUANT TO SECTION 1-
108 OF THE CODE OF PUBLIC LOCAL LAWS OF WASHINGTON COUNTY,
MARYLAND (THE "1-108 LIST")
Kirk C. Downey, County Attorney
- 10:45 AM PUBLIC HEARING – APPLICATION FOR WATER AND SEWER PLAN
AMENDMENT WS-22-001
Jill Baker, Director, Planning and Zoning
- 11:00 AM PUBLIC HEARING – HAGERSTOWN REGIONAL AIRPORT PROPERTY
ACQUISITION
*Todd Moser, Real Property Administrator, Engineering; Mahesh Kukata, Aviation
Consultant, Airport Design Consultants, Inc.*

- 11:15 AM STATE SURPLUS PROPERTY
Todd Moser, Real Property Administrator, Engineering
- 11:20 AM COMMUNITY ORGANIZATION FUNDING – SERVICE PRIORITY AREAS AND ELIGIBLE EXPENSES FOR FISCAL YEAR 2024
Susan Buchanan, Director, Grant Management
- 11:30 AM GOVERNOR’S OFFICE OF CRIME PREVENTION, YOUTH AND VICTIM SERVICES FY23 AWARD – ADDITIONAL FUNDING
Rachel Souders, Senior Grant Manager, Grant Management
- 11:35 AM CHILD SUPPORT ENFORCEMENT COOPERATIVE AGREEMENT – APPROVAL TO SUBMIT APPLICATION
Lieutenant Valerie Buskirk, Washington County Sheriff’s Office; Rachel Souders Senior Grant Manager, Grant Management
- 11:40 AM CONTRACT AWARD (PUR-1566) – JUVENILE DIVERSION PROGRAM IN WASHINGTON COUNTY, MARYLAND
Brandi Naugle, Buyer Purchasing; Rachel Souders, Senior Grant Manager, Grant Management
- 11:45 AM SOLE SOURCE PROCUREMENT (PUR-1573) – INFORM SOLUTION SERVER/NICE RECORDING EQUIPMENT FOR THE DIVISION OF EMERGENCY SERVICES (DES)
Brandi Naugle, Buyer, Purchasing; Joshua O’Neal, Director, Information Systems; Brian Albert, Assistant Director, Emergency Communications Center Operations
- 11:50 AM ADDITIONAL FUNDING REQUEST FOR THE HIGHWAY DEPARTMENT
Rick Curry, Director, Purchasing; Zane Rowe, Deputy Director, Highway Department
- 11:55 AM DISCUSSION – FY22 SURPLUS
Kelcee Mace, Interim Chief Financial Officer, Budget and Finance
- 12:15 PM 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 and To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State)*
- 1:00 PM RECONVENE IN OPEN SESSION

ADJOURNMENT



Agenda Report Form

Open Session Item

SUBJECT: Forget-Me-Not Months (September, October, November 2022) Proclamation

PRESENTATION DATE: August 30, 2022

PRESENTATION BY: Board of County Commissioners to JR Arnold, Disabled American Veterans Organization

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: Proclamation Presentation

WHEREAS, the Disabled American Veterans Organization offers free services to disabled veterans and their families in filing claims for government benefits as well as the resolution of problems regarding employment, health care and counseling, and

WHEREAS, the Disabled American Veterans Organization strives to respond to emergency needs arising in the family of any disabled veteran, and

WHEREAS, the community wishes to express a deep and continuing sense of gratitude to those disabled veterans who gave so much to protect and preserve our way of life, and

WHEREAS, the Disabled American Veterans Organization has chosen September, October, and November 2022 for its annual *Forget-Me-Not* Drive in Washington County and pledges that all contributions will be utilized for disabled veterans and their families in our community

NOW THEREFORE, We the Board of County Commissioner of Washington County, Maryland, hereby recognize September, October, and November 2022 as “*Forget-Me-Not*” Months and encourage all citizens to join in and support those who have given so freely to protect and defend the rights and freedom of us all.



Agenda Report Form

Open Session Item

SUBJECT: MACo Annual Visit to Washington County

PRESENTATION DATE: August 30, 2022

PRESENTATION BY: Michael Sanderson, Executive Director, MACo; Laura Everngam-Price, MACo President and Talbot County Council Member

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: During this visit, MACo takes the opportunity to hear about issues and concerns that the Members may have on state policy issues, MACo's conferences and events, and so forth. They usually give a state legislative and budget update, and a look forward to the next session of the General Assembly, but they are glad to focus on topics that are of specific local interest, as needed. Updates are given on MACo's legislative activities, and we look to hear from elected officials about their needs and interests for the coming year. These visits help inform MACo's work and are valuable updates and exchanges for our members.

DISCUSSION: N/A

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ATTACHMENTS:



Agenda Report Form

Open Session Item

SUBJECT: Agriculture – Faces of Farming Presentation

PRESENTATION DATE: Tuesday, August 30, 2022

PRESENTATION BY: Susan Grimes, Director, Department of Business Development

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: Bethany Doppel for BD Horsemanship at Above and Beyond Farm and Above and Beyond Farm with Gegi Leeger.



Agenda Report Form

Open Session Item

SUBJECT: PUBLIC HEARING – Requests by organizations to be added to the list of nonprofit organizations to which the Board of County Commissioners may contribute funds, pursuant to § 1-108 of the Code of the Public Local Laws of Washington County, Maryland (the “1-108 List”).

PRESENTATION DATE: Tuesday, August 30, 2022; 10:30 a.m.

PRESENTATION BY: Kirk C. Downey, County Attorney

RECOMMENDED MOTION: None. The Board may approve inclusion of one or more organizations to the 1-108 list or may take the matter under advisement for action at a later date.

REPORT-IN-BRIEF: The following organizations have submitted letters of request to be added to the 1-108 List:

St. John’s Family Shelter, Inc.
Hope for Change Incorporated
Camp Ritchie Museum, Inc.
Friends of the Washington County Rural Heritage Museum, Inc.

DISCUSSION: The inclusion of a nonprofit organization on the § 1-108 list does not mean that the organization will receive funding from the Board. Funding determinations are made through the Community Organization Funding Committee process and the County’s budgetary process.

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Letters of Request and Supplemental Information

AUDIO/VISUAL NEEDS: None.

ST. JOHN'S SHELTER, Inc.

ST. JOHN'S PARISH

EPISCOPAL

Office of the County Attorney
100 West Washington Street, Suite 1101
Hagerstown, MD 21740

Attention: Kimberly Jacobson

Dear Board of County Commissioners:

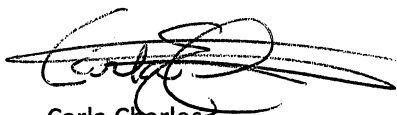
We would like to request to be included on the list of organizations eligible for funding. We are a local 501(c)3 non profit serving homeless families in Washington County. The shelter welcomed its first family in April of 1987 and has been helping families get back on their feet ever since. We provide a three room apartment for 60 - 90 days.

Enclosed are several articles and information explaining what we do and who we help.

We rely mainly on grants to support our operating expenses on a budget of less than \$ 30,000 per year.

Thank you for your consideration and we would be glad to provide any additional information that you would like.

Regards,



Carla Charles
President, Board of Directors
St. John's Shelter, Inc.

Please note phone number change to 240-513-6388

St. John's Shelter – A Mission of Outreach

St. John's Shelter, an outreach program serving homeless families in Washington County is now 32 years old. It continues to reach out to the extended community by providing an important social service in a manner that is financially responsible and that effectively promotes a Christian vision.

In 1985 under the leadership of the then rector, Reverend Canon John Diehl and parishioner Joyce Chabot, a past president of the Shelter, St. John's Episcopal Parish had a capital campaign that raised more than \$150,000. One third of the total was earmarked for an unspecified outreach project. A committee was appointed to determine what that project was to be. Wisely the committee sought outside advice in determining a pressing community social need that would be within the financial and volunteer resources of the parish to provide. Having served on that committee, I well remember that everyone was astonished to learn that there were then about 500 homeless people in Washington County and of that number a considerable portion were families. We also learned that there was no shelter in Washington County that housed intact homeless families----fathers, mothers and children.

As the committee evaluated the competing proposals, it became evident that providing a shelter for homeless families would fulfill a vital community need and provide that need within the budget and volunteer resources of the parish. The committee unanimously agreed to start a homeless shelter. St. John's Shelter was then incorporated in February of 1986.

The first order of business was finding a suitable building to begin our operations. After some searching, the committee found a three-apartment building on Randolph Avenue in the downtown area of Hagerstown. The building was located across the street from the then social services office of the Washington County Council of Churches and within a short walking distance to the Washington County Social Services office. The price was within our means to afford, so the building was purchased.

The committee at first considered making a down payment on the property and holding a mortgage for the balance of the purchase price. However, some astute members suggested that the property be purchased outright. With the funds that were available, we could purchase the building, allocate funds to do the necessary renovations and have enough remaining to operate for about a year. We did just that. It was a very wise decision. Never did we have to worry about meeting a mortgage payment and or having our building repossessed. Even in the worst of circumstances we could always sell our unencumbered property and return to the parish most, if not all, of the money given to us.

After some renovations, mostly to upgrade the electrical system and provide a new furnace, St. John's Shelter was ready to begin housing homeless families.

Almost concurrent with the search for a suitable building, a search was initiated to find a caretaker, preferably a caretaker couple, whose responsibilities would be to care for the building and provide the basic needs for the client families. A couple able to relate well with the client families and maintain a disciplined operation was hired. In return for their services, the caretakers were given an apartment and utilities free of cost to them, an arrangement that we still maintain with the caretakers.

Now we had a three-apartment building with caretakers occupying one apartment and two apartments available for homeless families. We were ready for business and on April 15, 1987 our first homeless family moved in.

In 1996 we had an opportunity to purchase the property adjoining our original building. That property was purchased and renovated from a single-family dwelling into a handicapped accessible, three apartment shelter facility. The majority of the costs were paid utilizing government and private grant money with the net encumbrance to Shelter being a \$109 monthly mortgage payment. [This mortgage encumbrance was fully paid off in February of 2019.] Now five apartments were available for homeless families. In 2007 the original facility was completely refurbished and abated of lead paint with most of the costs paid with Community Development Block Grant funds.

Since our first family came to us in April of 1987, we have provided shelter for approximately 600 families. Because the Shelter is a mostly volunteer organization with no large fixed personnel expenses, the total provided bed-night cost in 2018 was \$5.16, almost certainly the lowest bed-night cost by a large margin of any homeless shelter in Maryland. In 2018, 20 families were sheltered, consisting of 77 individuals [32 adults and 44 children] and 5,416 bed nights of housing were provided.

The shelter program has truly been blessed. We have endeavored to be true and faithful Christian servants in providing an outreach ministry of caring and compassionate help to those families of our community in need of shelter. In so doing it is our belief that we have served well that admonition of St Francis of Assisi to *at all times preach the Gospel, using words only as necessary*. It is our hope that we will be able to fulfill that prescription of Christian outreach for many more years to come.

We believe that stewardship is everything you do after you say "I believe"

Bill Soulis
June 10, 2019

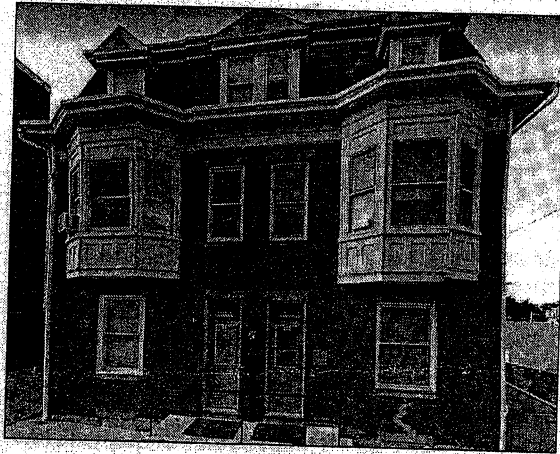
Purpose of Organization

St. John's Shelter for Homeless Families provides safe, decent shelter to families during their most vulnerable times. Most of the families who come to us have recently been evicted and are living in their car or staying at one of the other shelters in town with the family being broken apart. Some are paying hundred of dollars a week to stay in one of the local motels just to have heat, running water, and a break from the elements with the parents and children all together. Often, the only reason these people are living elsewhere is because of a car repair that far exceeded their monthly income or a loss of job. Perhaps a person has become sick and unable to work and simply has fallen behind and cannot get caught back up. St. John's Shelter provides the opportunity for the family to be together under one roof while living for 60 - 90 days rent free. Sometimes this is all they need, a chance to be able to save up for a security deposit and first month rent. We also provide nonperishable food to supplement their food budget. A Case Manager to guide them on local resources available and what the first step towards rebuilding their future is also available.

In 2018, some sources of government funding requirements were changed and St. John's Board of Directors opted out of a program and lost several thousands of dollars. The reasoning was that we would no longer have control over who came into our shelter. We have always run background checks and did not allow people with serious criminal records that may endanger the children and other resident's safety to stay with us. While we are big believers that people deserve second chances, first and foremost our commitment to the safety of those staying with us is our number one concern.

We thank you for your consideration and hope you will keep our shelter in mind when distributing your funds.

Fund supports family shelter



Submitted photo

St. John's Shelter for Homeless Families' board of directors recently created an agency fund to provide unrestricted financial support to the nonprofit.

The shelter, started 31 years ago, was Washington County's first dedicated to keeping homeless families intact. It provides temporary housing to the families served, helping them transition into permanent housing. With six apartments on Randolph Street, St. John's Shelter provides 4,300 bed nights a year.

"It takes many hands and hearts to operate St. John's Shelter. Over the past three years, we've provided 12,748 bed nights for families who would've been hard-pressed to have a roof over their heads otherwise," Becca Burford, president of the shelter's board of directors, said in a news release.

Donations to support the shelter may be mailed to the Community Foundation of Washington County MD Inc., 37 S. Potomac St., Hagerstown, MD 21740; or at www.cfwcmd.org.



Hope for Change, Inc.

Director Tara Powell

323 Bethune Ave.

Hagerstown, Md 21740

(240) 329-6299

July 21, 2022

Office of County Attorney

100 West Washington Street, Suite 101

Hagerstown, Md. 21740

Attn: Kimberly Jackson

Dear Ms. Jackson

We would like to request to be included on the list of organizations that are eligible for funding by the Board of County Commissioners of Washington County, Maryland, pursuant to Section 1-108(b) of the Code of the Public Local Laws of Washington County, Maryland.

We operate a non-profit sober house for women who were released from jail or drug/alcohol rehab and we provide a home for them as they prepare to live on their own. We offer various programs to the girls depending on their needs to assist them in their reintegration into the community as a productive member of society. We receive no state funding or assistance, the rent and all the utilities are paid by the clients, unfortunately there have been times we may only have 2 or 3 girls and I have had to use personal funds to offset expenses, along with some contributions from the community and the Board Members. We have received referrals from Washington County Sheriff Department Day Reporting Center, the Washington County and Frederick County Drug Court Systems, and some rehabilitation centers. Our goal is to serve as many women as we can and to establish a cushion to help offset the costs of operating the house. We were able to keep the house open during covid, and we have provided a safe environment for approximately 40 women from the community in the past two years since we were established.

I want to express my appreciation in consideration of this request, should you need any further information please feel free to contact me at 240-329-6299.

Sincerely,

Tara Powell

Director



Hope for Change Inc.

Tara S Powell, Director

hopeforchangeinc2020@gmail.com

(240) 329-6299

Mission Statement

To provide a safe and sober living environment that will EMPOWER and CONNECT women in recovery to a supportive team that will promote a disciplined lifestyle and re-build lives.

Vision Statement

Hope for Change Inc. creates a community of determined women who are in pursuit of full recovery from addiction. Hope for Change Inc. is a program based on structural practices and accountability that promotes a financial, emotional, social, and mentally healthy lifestyle. The goal is to counteract the effects of addiction by developing a roadmap for women transitioning from rehabilitation centers or correctional facilities. Hope for Change Inc. is a bridge for women to regain trust and responsibility as resilient members of our community.

Thank
You 

**Hope For Change
Inc.**

Business Address
329 Bethune Ave.
Hagerstown, MD
21740
Tarapowell6363@gmail.com
Or
Hopeforchangeinc2020
@mail.com
240-329-6299

Board Members

Cathy Santiago—
President/Treasurer
Richelle Scrugham— VP
Stacey Little –Secretary
Susan Shain-Fundraising
Carleah Summers
Anastasia Broudus



**Hope For Change
Inc.**



**Sober living House for
Women in Recovery.**

Change is Possible

Director

Tara Powell

Hope For Change Inc.

MISSION STATEMENT

To provide a safe and sober living environment that will empower and connect women in recovery to a supportive team that will promote a disciplined lifestyle and re-build lives.

VISION STATEMENT

Hope for Change Inc. creates a community of determined women who re in pursuit of full recovery from addiction. Hope for Change is a program based on structural practices and accountability that promotes a financial, emotional, social, and mentally healthy lifestyle. The goal is to counteract the effects of addiction by developing a roadmap for women transitioning from rehabilitation centers or correctional facilities. Hope for Change is a bridge for women to regain trust and responsibility as regain trust and responsibility as resilient members of our community.

Testimonials from past and present women of HFC :)

*I have prospered in my life
from being in HFC.*

Francis S.

*Hope for Change is standing
for something so you do not
fall for anything.*

Felecia S.

*Hope for change cares about
women in recovery, they will
go above and beyond to help
get us where we need to be in
life. I am grateful for HFC,
they saved my life.*

Megan S.

First let me say thank you from myself as well as the Board of directors and our ladies for coming out to support the rebuilding of our ladies and the future ones to come lives. I myself battled addiction to opiates due to a knee injury for many many many years. My inspiration to open a sober house was completely due to my own struggles, and knowing that there were so many women who needed help.

Financially it has been a huge struggle especially due to covid stopping the placement of women. But we persevered and overcame. The sober house costs a lot to keep it operating. We are responsible for all bills, Rent, electric (which is very high due to size of the house) we also must provide oil for he winter months and that gets very expensive.

So again, thank you for any you donations can give to off set our operating costs so we don't lose these women's home :)

Sincerely, Tara Powell, Director

*Just when the butterfly thought
her life was over, she began to fly.*

HFC



Ritchie History Museum

25009 Lake Wastler Drive, P.O. Box 1072
Cascade, MD 21719

Dear Mrs. Jacobson,

The Ritchie Museum would like to thank you for your assistance in providing information regarding possible funding opportunities. Our ever-growing museum is extremely excited to learn of new opportunities from the Board of County Commissioners. As such, we would like to request to be included on the list of eligible organizations for the 1-108 list. We feel confident that obtaining community organization funding will support not only the growth of Fort Ritchie, but will allow the community to reap the rewards of having such an important historic site here in our backyard. I will attach the required documentation to support being included.

Thank you very much,

Landon Grove, Director



Agenda Report Form

Open Session Item

SUBJECT: PUBLIC HEARING: Application for Water and Sewer Plan Amendment
WS-22-001

PRESENTATION DATE: August 30, 2022 10:45am

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

RECOMMENDED MOTION: The purpose of this public hearing is to take public comment on the water and sewer plan amendment application. The Commissioners have the option to draw a consensus to either approve or deny the request after the public hearing closes or deliberate on the issue at a later date.

REPORT-IN-BRIEF: Application has been made by Jacob Burtner, owner/trustee of land located at 39 Mt. Hebron Road, Keedysville, to amend the Washington County Water and Sewerage Plan. The purpose of the amendment is to extend existing sewer service to the Burtner farm to build a single-family dwelling for an immediate family member. Currently the parcel is split by the municipal boundary of the Town of Keedysville. Therefore, the sewer service area boundary is also split to mimic the Town boundary. A portion of the property is designated as S-1 (Existing Service) while the other portion is designated at S-7 (No Planned Service). The applicant is requesting to expand the sewer service designation of S-3 (Programmed Service) to the entire property in order to accommodate the construction of one dwelling unit for an immediate family member. The Planning Commission held a public input meeting on August 2, 2022, for the purpose of taking public comment on the request. No comments, either written or verbal, have been received for this application. The Planning Commission recommended approval of the request provided that 1) the designation placed on the property be S-3 restricted and 2) the number of new taps be limited to the number of development rights granted by MD Department of Natural Resources as part of the approved and recorded Rural Legacy Easement.

DISCUSSION: In accordance with Maryland law, each County is required to prepare, adopt and maintain a Water and Sewerage Plan to demonstrate that safe and adequate facilities can and will be provided to support growth and development. Washington County, in cooperation with all other utility providers last adopted a Water and Sewerage Plan in 2011 that forecasted short- and long-term water and wastewater facility needs over a 10-year period. On occasion, amendments to the document may be necessary to update information regarding new water/sewerage facilities, changes in the type, size or capacity of existing facilities, changes in the priority classification for service, or changes to the boundaries of existing service areas.

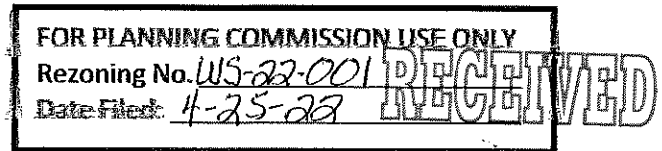
FISCAL IMPACT: n/a

CONCURRENCES:

ALTERNATIVES:

ATTACHMENTS: Amendment application, Staff report, Planning Commission recommendation

AUDIO/VISUAL NEEDS: n/a



WASHINGTON COUNTY PLANNING COMMISSION
WATER & SEWER PLAN AMENDMENT APPLICATION

APR 25 2022

Washington County
Dept. of Planning & Zoning

Jacob Burtner
Applicant

☒ Property Owner ☐ Contract Purchaser
☐ Attorney ☐ Consultant
☐ Other: _____

39 Mt Hebron Rd Keedysville MD 21756
Address

Jacob Burtner
Primary Contact

301 992 2449
Phone Number

39 Mt Hebron Rd Keedysville MD 21756
Address

Jakeburtner@live.com
E-mail Address

Property Location: 39 Mt Hebron Rd Keedysville MD 21756

Tax Map: 0073 Grid: 0014 Parcel No.: 6073 Acreage: 109.65

Tax Account ID: 19-000613

Current Zoning: Ag

Current Priority Service Area: 57

Proposed Priority Service Area: 53

Is this request a: ☐ Text Amendment ☒ Map Amendment ☐ Both

[Signature]
Applicant's Signature

Subscribed and sworn before me this _____ day of _____, 20____.

My commission expires on _____

Notary Public

FOR PLANNING COMMISSION USE ONLY

- | | |
|---|---|
| <input type="checkbox"/> Application Form | <input type="checkbox"/> Names and Addresses of all Adjoining & Confronting Property Owners |
| <input type="checkbox"/> Fee Worksheet | <input type="checkbox"/> Vicinity Map |
| <input type="checkbox"/> Application Fee | <input type="checkbox"/> Justification Statement |
| <input type="checkbox"/> Ownership Verification | <input type="checkbox"/> 25 copies of complete Application Package |
| <input type="checkbox"/> Boundary Plat (Including Metes & Bounds) | |



WASHINGTON COUNTY DEPARTMENT OF
PLANNING & ZONING FEE WORKSHEET

FOR PLANNING COMMISSION USE ONLY

Rezoning No. _____

Date Filed: _____

PLEASE COMPLETE ONLY THE
SECTION THAT APPLIES.

Applicant's Name: Jacob Burtner Date: 4-24-2022

Zoning Ordinance Map Amendment \$ 2,000.00

Number of Acres * _____ x \$20.00 [1 acre minimum]
per acre \$ _____

Engineering Review Fee \$ 150.00

Technology Fee \$ 15.00

TOTAL FEES DUE – MAP AMENDMENT \$ _____

*Minimum charge of \$20.00 [if less than one acre]

Text Amendment \$ 2,000.00

Choose One: ☐ Adequate Public Facilities Ordinance
☐ Forest Conservation Ordinance
☐ Solid Waste Plan
☐ Subdivision Ordinance
☐ Zoning Ordinance
☐ Other: _____

Technology Fee \$ 15.00

TOTAL FEES DUE – TEXT AMENDMENT \$ 2,015.00

Water and Sewer Plan Amendment \$ 2,000.00

Technology Fee \$ 15.00

TOTAL FEES DUE – WATER AND SEWER PLAN AMENDMENT \$ 2,015.00

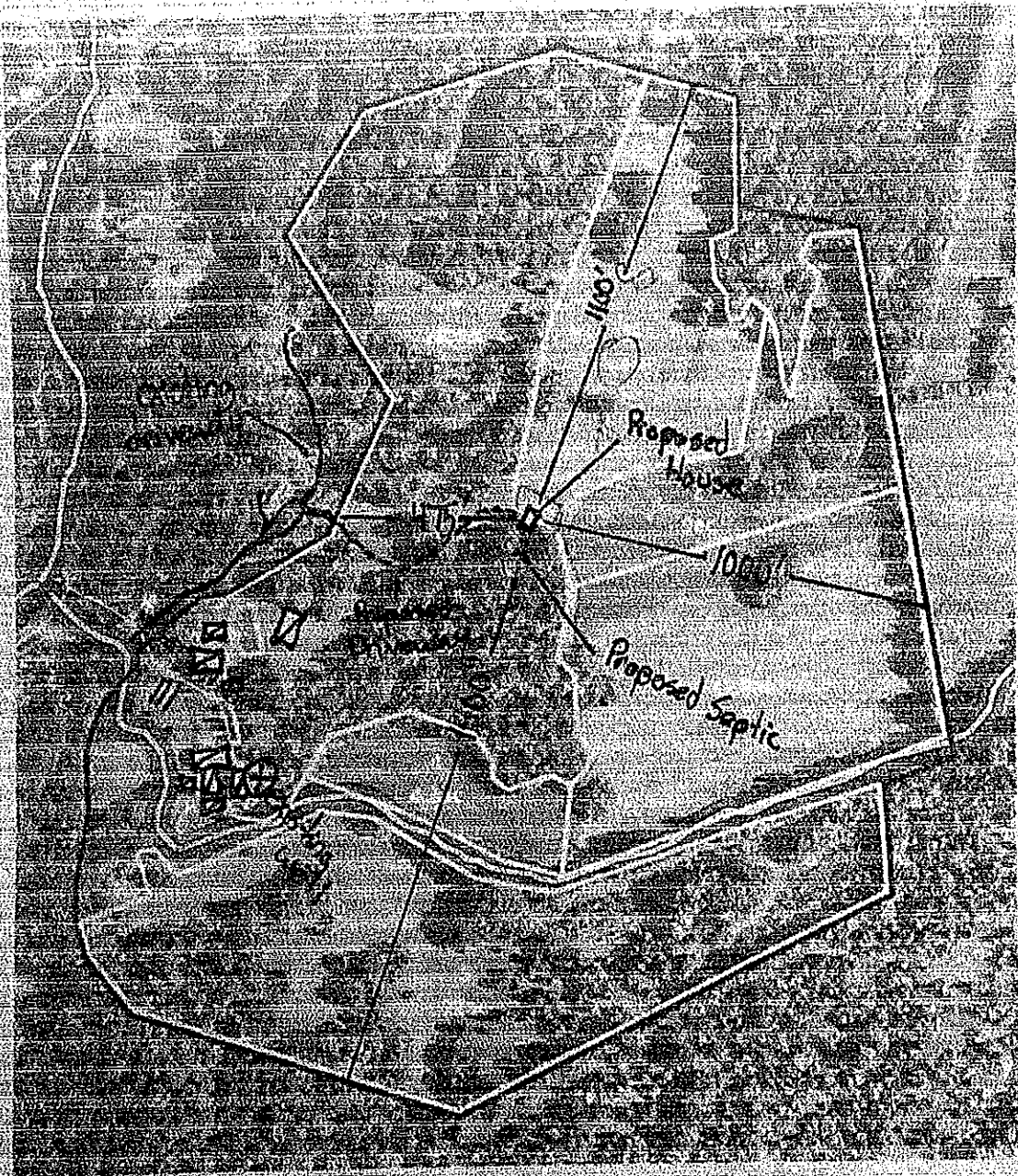
Forest Conservation Exemption \$ 25.00


Technology Fee \$ 15.00

TOTAL FEES DUE – FOREST EXEMPTION \$ 40.00

Please make checks payable to "Washington County Treasurer".

Doc Accl ID# 2219000613, 2219000648


$$\frac{1}{4}'' = 100'$$

 = existing structure

≡ existing septic

== - proposed septic

proposed entrance to
existing right of way

THIS DEED, made this 12th day of February, 2022, by **John T. Burtner** and **Cynthia A. Burtner** (hereinafter "Grantors"), of the State of Maryland; and **Megan Leigh Burtner** and **Jacob Kelby Burtner**, Trustees of the **Hebron Homestead Irrevocable Trust Agreement Dated February 12, 2022**.

This no consideration deed transfers real property to the Grantors' Irrevocable Trust in which Grantors are the respective beneficiaries.

WITNESSETH: That for no consideration, Grantors do hereby grant and convey, in fee simple, unto Grantees, their successors and assigns, all that lot or parcel of land situate, lying and being in Washington County, State of Maryland, described on **EXHIBIT A** attached hereto and made a part hereof.

TOGETHER WITH all and singular, the buildings, improvements, rights, ways, waters, easements, privileges and appurtenances thereunto belonging or in anywise appertaining.

TO HAVE AND TO HOLD the above described real estate unto the said Grantees, their successors and assigns, in fee simple, forever.

AND the Grantors herein do covenant that they will warrant specially the property herein intended to be conveyed and that they will execute such further assurances of the same as may be requisite.

SUBJECT, HOWEVER, to all covenants, conditions and restrictions of record.

THIS DEED HAS BEEN PREPARED WITHOUT BENEFIT OF TITLE EXAMINATION.

Return to: Jeanne F. Singer, Esquire
 864 Jefferson Boulevard
 Hagerstown, MD 21740

EXHIBIT A

Property Address: 39 Mt Hebron Road, Keedysville, Maryland 21756
Property Tax Identification No.: 19-00613

PARCEL A:

All that parcel of ground, together with the improvements thereon, situate along the East side of Mt. Hebron Road approximately 0.3 miles Southeast of Main Street, in Keedysville and in District No. 19, Washington County, Maryland, and being more particularly describes as follows:

Beginning at an iron pin on the East right of way line of Mt. Hebron Road, said pin being at the end of the 1st line of the deed from Howard W. Burtner and others dated August 7, 1978 and recorded in Liber No. 665, folio 616, one of the Land Records of Washington County, Maryland, and running thence with the lines of the deed from Howard W. Burtner and R. Louise Burtner, his wife, and Roger E. Burtner and Edwin R. Burtner to Edwin R. Burtner and Roger E. Burtner subject to the successive life estates reserved by Howard W. Burtner and R. Louise Burtner, his wife in the deed dated January 26, 1978 and recorded in Liber No. 656, folio 442, another of the Land Records of Washington County, Maryland as fenced South 42° 58' East 363.95 feet to a point, thence South 77° 52' East 504.51 feet to a post, thence South 76° 21' East 359.87 feet to a stake, thence North 64° 30' East 758.72 feet to a post, thence North 61° 48' East 615.73 feet to a planted stone, North 8° 53' West 269.28 feet to a post, thence North 67° 58' East 179.30 feet to a point, thence North 11° 32' West 1456.84 feet to a point, thence North 79° 37' West 331.06 feet to a marked tree, thence North 5° 55' West 296.04 feet to a point, thence North 71° 35' West 623.40 feet to a point, thence North 31° 30' West 148.50 feet to a point, thence North 37° 00' West 33.0 feet to a point, thence South 31° 30' West 292.72 feet to a marked tree, thence South 33° 47' West 425.2 feet to a post, thence leaving the lines of the aforementioned deed and running so as to exclude the 12 acre parcel of land heretofore conveyed or hereafter intended to be conveyed to Roger E. Burtner and Sylvia C. Burtner, his wife, South 37° 56' East 778.02 feet to a point, thence South 58° 35' West 663.67 feet to a stake, thence South 81° 14' West 123.13 feet to a post, thence South 51° 39' West 185.98 feet into the farm lane leading from Mt. Hebron Road to the farm buildings on the lands hereby conveyed, thence along near the middle of said lane North 30° 10' West 66.87 feet to a point and North 61° 19' West 115.81 feet to a point, thence South 15° 16' East 142.63 feet to a point, thence along the East marginal line of Mt. Hebron Road South 11° 48' West 337.9 feet to a point, and South 4° 44' East 151.83 feet to a point, thence leaving Mt. Hebron Road and running so as to exclude two parcels of land conveyed to Timothy E. Burtner, the first dated August 7, 1978 and recorded in Liber No. 665, folio 616 and the second by deed dated November 5, 1982 and recorded in Liber No. 738, folio 403, two of the Washington County Land Records North 78° 12' 08" East 193.18 feet to a point, thence South 11° 47' 52" East 30.0 feet to a point, thence South 64° 23' 45" East 95.0 feet to a point, thence South 11° 44' 26" West 195.0 feet to a point, and South 70° 55' 23" West 210.0 feet to the place of beginning; containing 108.81 acres of land, more or less; subject to and together with the right of way heretofore granted or intended to be granted to Roger E. Burtner and wife over the bed of the farm lane in a deed recorded immediately preceding the recordation of this deed as well as to any and all other easements or rights of way of record applicable thereto.

Being all of the farm property conveyed by Edwin R. Burtner and Roger E. Burtner to John T. Burtner and Cynthia A. Burtner, husband and wife, by deed dated December 22, 1983, and recorded among the Land Records of Washington County, Maryland, at Liber 756, folio 140.

PARCEL B:

All that lot or Parcel of land designated as Parcel A on the Re-allotment of Lot 1 and Preliminary / Final Plat of Subdivision of Lots 2 and 3 for Roger and Sylvia Burtner, recorded among the Land Records of Washington County, Maryland, at Plat no. 7381, and comprising 0.35 acres more or less.

Being all of the property conveyed by Roger E. Burtner and Sylvia C. Burtner to John T. Burtner and Cynthia A. Burtner, husband and wife, by deed dated January 6, 2004, and recorded among the Land Records of Washington County, Maryland at Liber 2228, folio 19.

SAVING AND EXCEPT:

Parcel No. 1


All of Parcel C, together with all improvements thereon and all rights and easements thereunto appertaining, situate at 39 Mt. Hebron Road, Keedysville, Maryland being more particularly described and shown on a plat by Frederick, Seibert and Associates entitled "Simplified Plat of Subdivision of Parcels B,C, &D for James & Rebecca Burtner and John & Cynthia Burtner", attached hereto and recorded among the Land Records of Washington County, Maryland at Plat no. 9920, and comprising .014 acres, more or less.

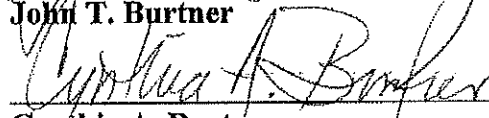
SUBJECT HOWEVER to a twenty-five (25) foot wide right of way over the property conveyed and extending from the existing right of way across the lands of James S. Burtner and Rebecca A. Burtner for ingress and egress to the remaining lands of the parties of the first part, as more particularly shown on the "Easement Plan for John and Cynthia Burtner," dated January 4, 2011 and prepared by Frederick, Seibert and Associates.

Being all of the farm property conveyed from John T. Burtner and Cynthia A. Burtner, husband and wife, to James S. Burtner and Rebecca A. Burtner by deed dated April 28, 2011, and recorded among the Land Records of Washington County, Maryland at Liber 4105, folio 271.

WITNESS the hands and seals of the said Grantors.

WITNESS:



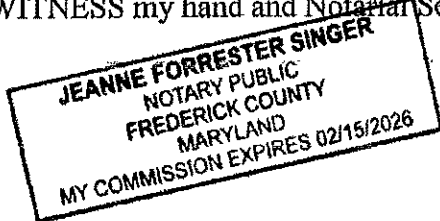
John T. Burtner (SEAL)



Cynthia A. Burtner (SEAL)

STATE OF MARYLAND, COUNTY OF FRANKLIN, TO WIT:

I HEREBY CERTIFY that on this 12th day of February, 2022, before me, a Notary Public in and for the State and County aforesaid, personally appeared **John T. Burtner** and **Cynthia A. Burtner**, who have been satisfactorily proven to be the persons whose names are subscribed to this written instrument, and they did acknowledge the foregoing Deed to be their respective acts and deeds; at the same time, they did further certify pursuant, under penalties of perjury, that the actual consideration paid or to be paid for the foregoing conveyance, including the amount of any mortgage or deed of trust assumed by the Grantees, is in the sum total of \$0.00 and that this conveyance is exempt from the payment of any transfer and recordation tax.

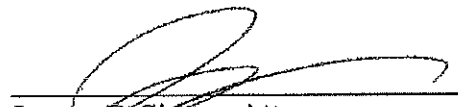
WITNESS my hand and Notarial Seal.





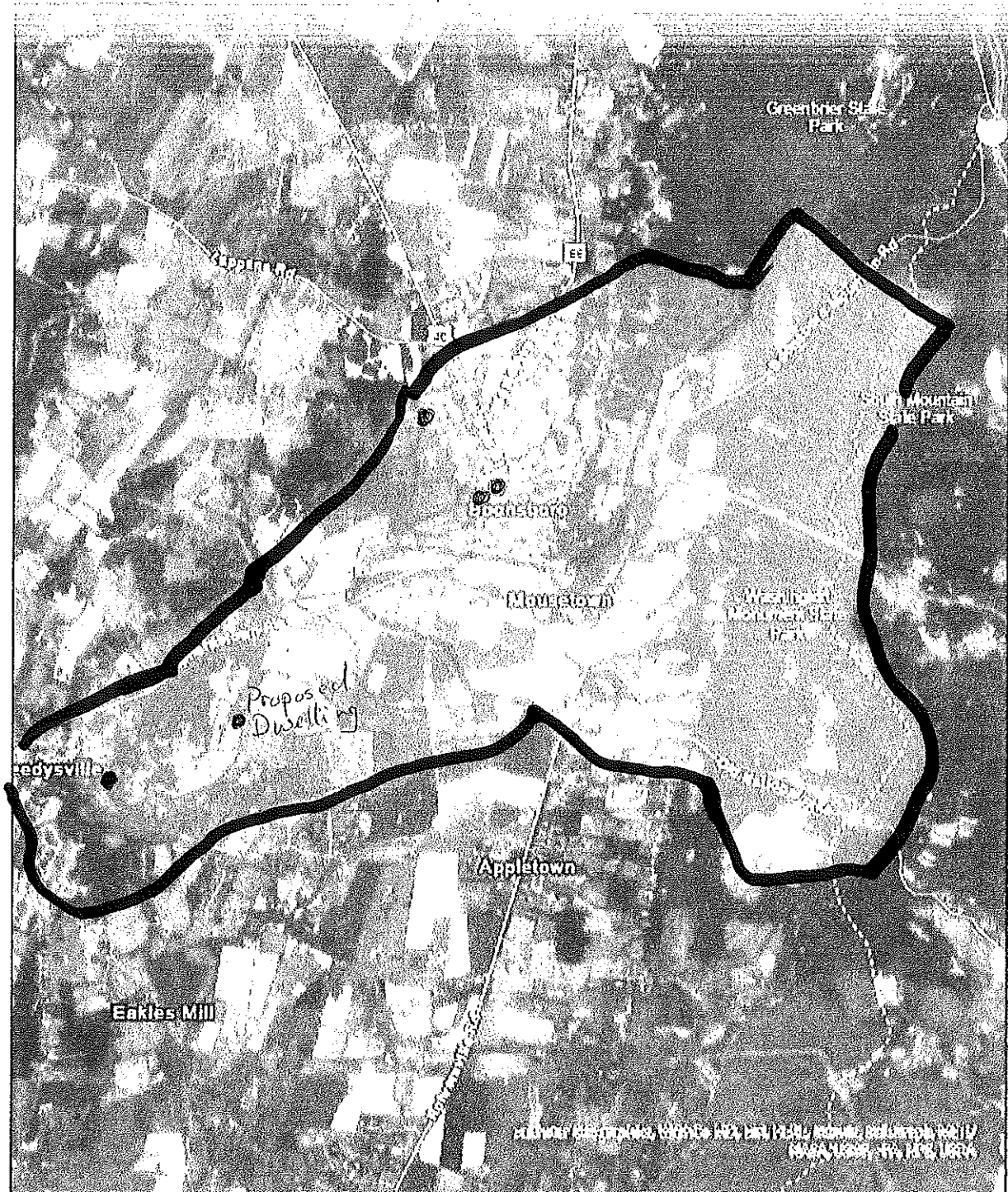
NOTARY PUBLIC
My Commission expires: 2/15/2026

This instrument has been prepared under the supervision of the undersigned, an Attorney duly admitted to practice before the Court of Appeals of Maryland.



Jeanne P. Singer, Attorney

Well head protection area and wells

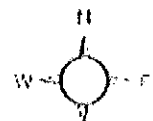


KEY

WHPA upper

WHPA lower

Well & Spring



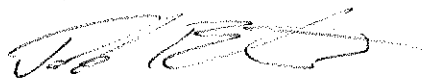
4-25-2022

To Whom it may concern,

I, Jacob Burtner would like to apply for a water and sewer plan amendment for a proposed dwelling at 39 Mt. Hebron Rd in Keedysville, MD. The property currently has a small portion available to county sewer access, but where I would like to build is not within the current boundaries. The proposed build site is however close to the sewer access that 37 and 38 Mt Hebron Road both utilize. I ask for this access also because the entire area is included in a Well Head Protection area from the town of Boonsboro. It is my understanding of that documentation that there are no new septic allowed in that area. I would love to be granted the opportunity to access county sewer at the proposed build site on my property at 39 Mt Hebron Rd, Keedysville, MD.

Thanks for your consideration,

Jacob Burtner





Washington County

M A R Y L A N D

WASHINGTON COUNTY PLANNING COMMISSION
WATER AND SEWER PLAN AMENDMENT

REQUIRED APPLICATION MATERIALS CHECKLIST

All materials must be clearly labeled
(Original plus 25copies of all materials are required)

- ☒ 1. Application Form: A completed and signed application form. The application must be notarized if submitted by anyone other than the property owners.
- ☒ 2. Fee Worksheet and Application Fee: A completed Fee Worksheet and the Application Fee must be submitted at the time application is made. Checks must be made payable to the "Washington County Treasurer".
- ☒ 3. Ownership Verification: Proof of ownership interest in the subject property, including a copy of the current deed to the property; OR, if the application is made by a contract purchaser, a copy of the fully-executed Contract of Sale.
- ☒ 4. Boundary Plat: A boundary description, including metes and bounds, prepared and sealed by a land surveyor registered in the State of Maryland.
- ☒ 5. Vicinity Map: An 8 1/2 " x 11" page size map showing the zoning of all property within 1,000 feet of the site.
- ☒ 6. Justification Statement: A written explanation of the reasons why the amendment is being requested, setting forth in sufficient detail to properly advise County officials as to the justification for the amendment. The justification statement must include the following:
 - i. Describe how the request is consistent with the County's adopted Comprehensive Plan;
 - ii. Address the requirements stated in Appendix B "Policies, Procedures and Criteria for amendment to the County Plan for Water and Sewerage" in the adopted Water and Sewerage Plan; AND
 - iii. Provide a statement describing how the request is logical and appropriate.
- ☒ 7. Any other material facts that support the amendment request.

~~PLANNING COMMISSION INFORMATIONAL DOCUMENT~~

PUBLIC INFORMATION DOCUMENT

WATER AND SEWER PLAN AMENDMENTS

This Public Information Document is for informational purposes only, prepared for the convenience of applicants and the public. For actual guidance, reference should be made to the current adopted policies of the Planning Commission or to any resolution or Water and Sewer Plan Amendment policies of the Board of County Commissioners then in effect.

General Information

1. Applications for Water and Sewer Plan Amendments will be accepted by the Planning Department during regular work days **no later than 3:00 p.m.**
2. The application shall be reviewed for completeness and may be rejected for any of the following reasons:
 - a. The application fails to include the information required by Appendix B of the Water and Sewerage Plan; or
 - b. Is not accompanied by the appropriate filing fee; or
 - c. The subject property of the application is included in a draft water and sewerage plan update or designation as an Urban Growth Area in the Comprehensive Plan for the County and has not been granted a waiver from the Board of County Commissioners; or
 - d. If the application is for the amendment of the whole or any part of land that has been the subject of a prior accepted application for amendment within the preceding twelve (12) months and subsequently withdrawn by the applicant or denied by the Board of County Commissioners.
 - e. The applicant will be notified of a rejected application, in writing, and all materials and filing fees shall be returned.
3. The Planning Department shall schedule a public information meeting with the Planning Commission **approximately** sixty (60) days after the application has been filed.

Staff Review and Processing

1. Information supplied by the applicant will be disseminated to appropriate State, County, and Local reviewing agencies to seek comment on the proposed amendments.
2. The Planning Department staff shall prepare a report analyzing the requested amendment. The analysis will be based on the application and materials submitted by the applicant and criteria required Appendix B of the Water and Sewerage Plan.
3. The report shall be finalized and filed with the record at least seven (7) days prior to the public information meeting before the Planning Commission. A copy will be sent to the applicant or authorized agent.

Planning Commission Public Information Meeting

1. The Planning Department shall publish notice of the time and place of the public information meeting in one (1) newspaper of general circulation in the jurisdiction once each week for two (2) successive weeks, with the first publication of notice appearing at least 14 days prior to the public information meeting. Notice of the public information meeting as well as the application packet and staff report

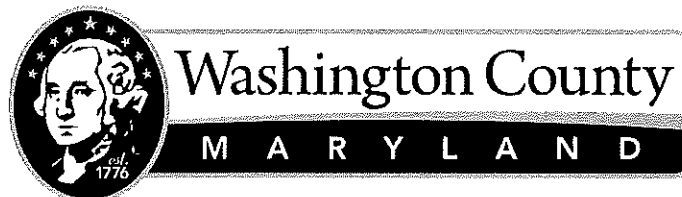
will also be posted on the Planning Department's website at <https://www.washco-md.net/planning-zoning/>.

2. The Planning Commission shall hold a public information meeting, which shall be recorded. The applicant will have 15 minutes to present their application. Thereafter, individuals will be given three (3) minutes to speak either in favor of or against the application. A spokesman or legal counsel for a group of individuals will be allowed five (5) minutes. The applicant shall have five (5) minutes for rebuttal. Any time limit may be waived at the sole and absolute discretion of the Commission or its Chairman.
3. Following the conclusion of the public information meeting, the Planning Commission will accept additional written comments for a period of ten (10) calendar days (the comment period). The Planning Commission will consider any comments received during the 10 day comment period during its deliberations for recommendation of approval or denial to the Board of County Commissioners. ~~Any comments received after the ten (10) day comment period will be made a part of the official record and will be forwarded to the Board of County Commissioners prior to its public hearing.~~
4. The Planning Commission will review the information received at the public information meeting and during the 10 day comment period at its next regularly scheduled meeting following the close of the comment period. After consideration of the information received and public comments, the Planning Commission will render a recommendation, which will be forwarded to the Board of County Commissioners.

Board of County Commissioners' Public Hearing

1. Upon receipt of the Planning Commission's recommendation, the Board of County Commissioners will schedule a public hearing as its schedule allows.
2. The Planning Department shall publish notice of the time and place of the public hearing in one (1) newspaper of general circulation in the jurisdiction once each week for two (2) successive weeks, with the first publication of notice appearing at least 14 days prior to the public hearing. Notice of the public hearing as well as the application packet and staff report will also be posted on the Planning Department's website at <https://www.washco-md.net/planning-zoning/>.
3. The hearing before the Board is quasi-judicial in nature and shall be recorded. The official file shall be introduced and accepted into the record of proceedings. Any person testifying at the public hearing shall take an oath, administered by the presiding official or the County Clerk. The presiding official shall be the County Attorney, Deputy County Attorney, or Assistant County Attorney, and shall rule on all evidentiary and procedural objections.
4. Planning staff will present a summary of the application and staff report. The applicant shall have 15 minutes to present its application. Thereafter, those wishing to testify in favor of or against the application may do so. Individuals will be given three (3) minutes to testify, and a spokesman or legal counsel for a group of individuals will be allowed ten (10) minutes to testify. The applicant shall have five (5) minutes for rebuttal. Any time limit may be waived at the sole and absolute discretion of the Board or the presiding official. Cross-examination will be allowed if requested and required by law.
5. At the close of the Board of County Commissioners' public hearing, the record in the case shall be closed and no further comment, testimony or evidence will be considered, unless the Board directs that the record remain open regarding a limited issue. Should the record remain open regarding a limited issue, the hearing shall be continued to a subsequent date and time announced by the Board. The scope of the continued hearing shall be limited solely to the issue to be addressed. **ONCE THE RECORD IS CLOSED, NO ADDITIONAL PUBLIC COMMENT SHALL BE CONSIDERED.**
6. A consensus discussion will be scheduled on the Board of County Commissioners' agenda within three (3) weeks or as soon as scheduling permits after the close of the public hearing.

7. Following the consensus decision, the application will be scheduled for a vote with the Board of County Commissioners.
8. The Board will issue its decision in writing. The basis of the Board's action and the material facts found by the Board will be set forth in the decision and shall constitute a part of the record. The decision may, at the discretion of the Board, also contain conditions and safeguards relating to the amendment save for any condition that would limit permissible uses of the property in contravention of the uses presented in the Water and Sewerage Plan.
9. Any persons believing they have been aggrieved by the Board of County Commissioners' decision may file an appeal with the Circuit Court of Washington County, Maryland in accordance with the Maryland Annotated Code, Land Use Article, within thirty (30) days of the approval date of the Ordinance.



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

August 8, 2022

WS-22-001

APPLICATION FOR AMENDMENT TO THE
WASHINGTON COUNTY WATER AND SEWERAGE PLAN

PLANNING COMMISSION RECOMMENDATION

The Washington County Planning Commission held a public input meeting on Monday, August 1, 2022 at 7:00 p.m. to consider a proposed amendment to the Washington County Water and Sewerage Plan. The application was submitted by Jacob Burtner for property located at 39 Mt. Hebron Road in Keedysville. The request is to expand the priority sewerage service area boundary for the Town of Keedysville to include all of the Burtner property. Currently, a portion of the property is located within the municipal boundary of the Town of Keedysville while the remainder of the farm has been permanently preserved from future development through the Rural Legacy land preservation program.

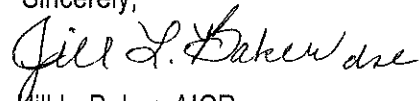
With regard to the Water and Sewerage Plan, the Burtner property has a split designation that correlates with the municipal boundary split. The portion of the property located with municipal limits has a service area designation of S-1 (existing service) restricted. The remainder of the property has a designation of S-7 (no planned service). The amendment request proposes to change the sewer service area designation for the portion of land outside of the municipal boundary to an S-3 (Programmed Service) service designation.

The reason for this request is due to the property's location within the Boonsboro wellhead protection area. The Boonsboro/Keedysville Regional Water System obtains its water supply from two springs (Warrenfeltz and Keedysville Spring) and two wells (Graystone Well 8 and Shafer Park Well) outside of Town limits. The wellhead protection area was delineated around these water resources through Source Water Assessments completed by the Maryland Department of Environment in 2005. As shown in the original application, the proposed location of the new dwelling unit would be located within the defined wellhead protection area. Since the primary goal of the wellhead protection area is to limit additional sources of contamination, the Health Department recommended to Mr. Burtner that hooking up to the nearby public sewer system would be the best practice available for his development.

Following the public input meeting, the Planning Commission took action to recommend, to the Board of County Commissioners, approval of the amendment as presented as well as approval for the existing farmhouse and any additional dwellings to be provided public sewer hookups. Staff was charged with verifying the number of development rights on the property, which is as follows: one (1) primary residence (already existing) and one (1) accessory residence (which is now being proposed).

A copy of the application packet, Staff Report & Analysis, and comments from the Maryland Department of the Environment are attached.

Sincerely,

A handwritten signature in black ink, appearing to read "Jill L. Baker dse". The signature is fluid and cursive, with the last name "Baker" being more prominent.

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

JLB/JDK/dse

Revised 8/8/22



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

June 22, 2022

Case #: WS-22-001

Application for Map Amendment
Washington County Water and Sewerage Plan

Staff Report and Analysis

Introduction

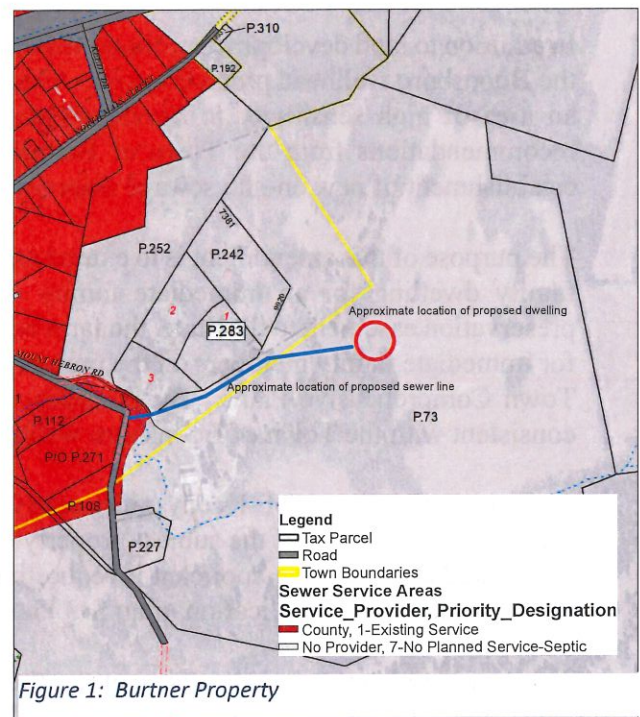
In accordance with Maryland law, each County is required to prepare, adopt and maintain a Water and Sewerage Plan to demonstrate that safe and adequate facilities can and will be provided to support growth and development. Washington County, in cooperation with all other utility providers, last adopted a Water and Sewerage Plan in 2011 that forecasted short and long term water and wastewater facility needs over a 10 year period. On occasion, amendments to the document may be necessary to update information regarding new water/sewerage facilities, changes in the type, size or capacity of existing facilities, changes in the priority classification for service, or changes to the boundaries of existing service areas. In this specific case, the applicant, Jacob Burtner, is requesting to expand the boundaries of the sewer service areas around the Town of Keedysville to include property owned by his family.

Background

The subject property consists of approximately 109 acres of varying topography. Most of the property is gently sloping and used for crop and grazing agriculture. A branch of the Little Antietam Creek flows along the southern portion of the property. There appear to be areas of steep slope associated with the stream on both sides of the bank out to the property entrance onto Mt. Hebron Road. There is a 100 year floodplain associated with the stream that runs the length of the southern portion of the property.

There is an existing dwelling and numerous agricultural accessory structures located to the west side of the property near its boundary with Mt. Hebron Road.

Currently, a portion of the Burtner property (P. 73) is located within the municipal boundary of the Town of



Keedysville (See Map 1). This property has also been permanently preserved by the County through purchase of development rights under the Rural Legacy Program. The existing sewer service areas boundary (S-1) currently stops at the Burtner property because no sewer service facilities exist on the site.

Analysis

This property's location both partially within a municipality and within the County Rural Legacy Area and Preservation zoning presents a juxtaposition of land development policies. The portion of the property that is located within the municipal limits of the Town of Keedysville has existed since the Town was first incorporated in 1872. Incorporated limits of the Town were measured to the north and south of Main Street Keedysville 1500 feet to each side to determine the width of the boundary. Therefore, only a portion of the Burtner property is within the incorporated limits of the Town.

Keedysville's historic significance related to its proximity and relevance to the Antietam Battlefield have also promoted continuing preservation policies for this area related to historic structures and land development. In 1997, the State of Maryland began a permanent land preservation program known as Rural Legacy. Several areas across the State were designated as Rural Legacy areas and made properties within those areas eligible for permanent land preservation easements. Washington County chose land areas that surround the Antietam National Battlefield to enhance the preservation of the historic context of the battlefield. The Burtner farm is included within this area.

According to the Town of Keedysville's adopted Comprehensive Plan, the area including the Burtner farm is intended to stay rural/agricultural and is not targeted for future annexation/development. Similarly, the County Comprehensive Plan shows the portion of the Burtner farm under County jurisdiction within the Preservation land use policy area. The purpose of the Preservation policy area is to limit development in order to support preserving the resources in the area.

In addition to land development policies that impact the subject property, the farm is also located within the Boonsboro wellhead protection area. This area has been established by the Town of Boonsboro as an area of high sensitivity to developmental impacts on water quality and recharge. One of the recommendations from the Town of Boonsboro to help protect groundwater resources is to limit establishment of new on-site sewage disposal systems within the area.

The purpose of this amendment is to extend existing sewer service to the Burtner farm to build a single-family dwelling for an immediate family member. While the farm has sold a permanent land preservation easement to the State, the farm retained 3 development rights to build single family homes for immediate family members on the property. This limitation is consistent with both the County and Town Comprehensive Plans. By extending public sewer service to this property, it would also be consistent with the Town of Boonsboro wellhead protection area policies.

Currently, the Town of Keedysville priority service area is S-1 (Existing Service) Restricted. Therefore, the portion of the subject property that is located within the municipal limits of the Town is designated as such. The applicant is requesting to expand the Keedysville service area to the entirety of the property with application of an S-3 Planned Sewer Service designation.

The requested amendment was sent to the Division of Water Quality and the County Health Department for review and comment. The Division of Water Quality commented that they are in agreement with the proposed amendment with the conditions that 1) the priority designation is labeled

as restricted use and 2) the extension would be limited to one new dwelling on the property. The County Health Department also submitted comments that state that the existing dwelling on the subject parcel should also connect to public water and sewer.

In accordance with Appendix B of the County Water and Sewerage Plan, amendments to the Plan require certain points of data to be included in the application that justify the proposed changes. A copy of the required data along with the applicant's responses are attached to this report as Applicant's Exhibit A.

Staff Recommendation

Staff recommends conditional approval of this amendment based on the following findings:

1. The requested amendment is consistent with the goals and policies of the adopted Comprehensive Plans for the Town of Keedysville and Washington County.
2. The requested amendment is consistent with, and advances the goals of, the Boonsboro wellhead protection area policies.
3. The proposal to expand the Keedysville priority service area is based upon documented water quality goals and objectives and does not seek to exploit the opportunity for development outside of the anticipated growth scenarios.
4. The requested amendment is consistent with the goals and policies of the adopted Water and Sewerage Plan for the County.

Conditions of this approval should include:

1. The priority service area designation given to the subject parcel should be S-3 (Planned Service) Restricted.
2. The expanded service should only be permitted for the addition of one new single family dwelling unit on the subject parcel for the benefit of an immediate family member.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Jill Baker".

Jill Baker, AICP
Director

DRAFT Washington 22-001 Sharpsburg

MDE Comments

07/25/2022

DISCLAIMER: Below are MDE's Comments on the WS- 22-001 Sharpsburg, additional comments may be sent under a separate cover.

- Please clarify that the Wastewater treatment Plant that will serve this property is the Antietam WWTP.
- Please include clear maps displaying the categories change for the water/sewer service change with the adopted Amendment.
- Please include a legend for water/sewer maps, if possible.
- MDP comments on the amendment are as follows:
 - Regarding the Keedysville 2009 Comprehensive Plan (Keedysville Comp Plan), the amendment appears to be inconsistent because the subject property is not included as a growth area on the "Potential Annexation Areas" map on pg. MG-23 of the Keedysville Comp Plan
 - The amendment appears to be generally consistent with the 2002 Comprehensive Plan for Washington County (Washington County Comp Plan) from a growth area perspective.
- Please see attached documents for full comments



Maryland DEPARTMENT OF PLANNING

July 1, 2022

Ms. Dinorah Dalmasy, Manager, Integrated Water Planning Program
Maryland Department of the Environment
Water and Science Administration
1800 Washington Boulevard
Baltimore, Maryland 21230

Subject: Washington County DRAFT WS-22-001 Sharpsburg WWTP

Dear Ms. Dalmasy:

The Maryland Department of Planning (Planning) reviewed the above-referenced water and sewerage plan amendment pursuant to our mandate to advise the Maryland Department of the Environment (Environment) on local comprehensive plan consistency and other appropriate matters as required by Environment Article Section 9-507 (b)(2).

Summary of Amendment

This amendment proposes to change the future sewer classification for Tax Map 73, Parcel 73 from S-7 [No Planned Service] to S-3 Priority [Programmed Service] in the “Sewerage Service for the Boonsboro, Keedysville and Sharpsburg Areas Map” in the Water and Sewer Washington County 2009 Update (WSP). The amendment would facilitate the construction of one new residential unit. The service area boundaries, and their sewer planning priority classifications, are detailed in the section below.

This parcel is mostly outside of the town limits and is designated a “Preservation Policy Area” in the county comprehensive plan. This map amendment would change the sewer service classification for the above-referenced property in Appendix H, Priority Sewer Service Area Maps of the WSP. Planning notes that, based on the “Sewerage Service for the Boonsboro, Keedysville and Sharpsburg Areas Map” in Appendix H, the rest of the area in and around the Town of Keedysville is designated S-3 Restricted Use [Programmed], while this amendment appears to be requesting a designation of S-3 Priority [Programmed]. The distinction is described on pg. IV-41 of the WSP, which notes that “community water and/or service areas associated with facilities that are located outside of a designated Growth Area and not within a Rural Village may be considered as Restricted Use service areas. These service areas are created to correct documented public health problems generally associated with contaminated well[s] or failing septic systems.” The amendment package does not indicate a contaminated well nor a failing septic system on the property but does note that the property is located within a wellhead protection area. Planning suggests that the county clarify if the property is to be designated S-3 Priority or S-3 Restricted with the adopted version of the amendment, as it may impact the department’s comprehensive plan consistency findings.

Comprehensive Plan Consistency and Priority Funding Area (PFA) Review

Planning has reviewed the mapping changes and has included below our analysis of consistency with the municipal comprehensive plan, whether the subject properties are included in Priority Funding Areas (PFA), and any potential impact on local Growth Tier Maps. Pursuant to the State Finance and Procurement Article, §5-7B-02, local jurisdictions are eligible to receive state financial assistance under certain programs, if the project is in a PFA.

2009 Keedysville Comprehensive Plan

The proposed sewer map service category change **appears to be inconsistent** with the Keedysville 2009 Comprehensive Plan (Keedysville Comp Plan) because the subject property is not included as a growth area on the “Potential Annexation Areas” map on pg. MG-23 of the Keedysville Comp Plan. The map of the approximate location of the building to be constructed, submitted with the annexation, indicates that the sewer connection will extend outside of the municipal boundaries. While the Keedysville Comp Plan does not strictly prohibit serving properties outside of its boundaries with public sewer, pg. MG-12 states that “the Town should condition any annexation resolutions on being able to connect to the Town’s water and sewer lines with abandonment of private wells and septic systems.” This statement appears to indicate that the Keedysville Comp Plan intends to reserve and require water and sewer connections for annexed properties, and not for properties within Washington County.

2002 Washington County Comprehensive Plan

The amendment appears to be **generally consistent** with the 2002 Comprehensive Plan for Washington County (Washington County Comp Plan) from a growth area perspective. An objective on pg. 15 of the Washington County Comp Plan states that the county should “limit expansion of public water and sewer facilities outside of designated growth areas to only those extensions necessary to address health issues.” Based on Washington County’s [Parcel and Zoning Locator Map](#) on the county’s website, Parcel 73 is not located inside a county growth area. However, and as described above, the materials submitted with the amendment indicate the property being located within a wellhead protection area. While the Washington County Comp Plan does not specifically restrict septic systems in wellhead protection areas, pg. 14 includes an objective to “protect surface and ground water quality through storm water management, on lot sewage disposal, and wellhead protection regulations.”

In addition, the amendment appears to be **generally consistent** with the Washington County Comp Plan from a policy area perspective. In describing the Preservation Policy Area, pg. 248 states that the policy area “is proposed to include the County’s designated Rural Legacy Area, federal lands, state parks, state wildlife management areas, county parks, Edgemont Watershed, and most of the mountaintops as well as the Potomac River. Purchase of development easements to support preservation efforts in this area is encouraged. Limited development to support the goals and objectives of preserving the resources of this area is a priority.” The Washington County Comp Plan anticipated that a new Preservation Zoning District would be applied to the Preservation Policy Area. The map linked above shows Parcel 73 as zoned for preservation. The “Policy Areas and Zoning Districts” table on pg. 270 of the Washington County Comp Plan proposes a residential density of 1 dwelling unit per 30 acres for the Preservation Policy Area and Zoning District. The property currently contains one structure and the submission materials state that this “proposal only seeks to extend service to the Burtner property located adjacent to the existing service area. The property is 109.65 acres; however, a permanent Rural Legacy land preservation easement has been established that limits development to only 3 additional units.” It is not

clear if the existing structure has public sewer, but if sewer service is limited to three dwelling units, then development would be consistent with both the Rural Legacy easement and the Washington County Comp Plan's policies designed to limit development in the Preservation Policy Area

Priority Funding Areas

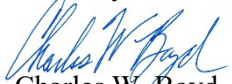
Parcel 73 is not currently located within a PFA and is unlikely to become eligible for PFA designation as it is not located within a designated growth area, nor does it meet residential density requirements.

Growth Tier Map Review

Washington County has not adopted a Growth Tier Map.

If you have any questions or concerns regarding these comments, please contact Joe Rogers at joseph.rogers@maryland.gov.

Sincerely,



Charles W. Boyd, AICP
Director, Planning Coordination

cc: Robin Pellicano; Nicholai Francis-Lau; Steve Alfaro; and Hannah C. Benzion,
Environment
Tony Redman, DNR
Dwight Dotterer, MDA
Joseph Griffiths; Jason Dubow; Sylvia Mosser; Dave Cotton; Joe Rogers; and Cassandra Malloy,
Planning



Agenda Report Form

Open Session Item

SUBJECT: PUBLIC HEARING Hagerstown Regional Airport Property Acquisition

PRESENTATION DATE: August 30, 2022

PRESENTATION BY: Todd Moser, Real Property Administrator; and Mahesh Kukata, Aviation Consultant, Airport Design Consultants, Inc.

RECOMMENDED MOTION: Approve land acquisition for FAA Runway Visibility Zone (RVZ) and Runway Object Free Area (ROFA) compliance by exercise of the power of eminent domain.

REPORT-IN-BRIEF: Currently, Washington County does not own the RVZ area, which has the airfield fence and old fire station, preventing line-of-sight requirements for the RVZ. Therefore, there is an operational restriction on Runway 2-20 after the Air Traffic Control Tower closes between the hours of 10 PM and 6 AM. In addition, the airfield fence along Runway 2-20 is in the ROFA and must be moved to outside of the ROFA, requiring additional property acquisition.

DISCUSSION: There are (3) areas to be acquired by Washington County to address the RVZ and ROFA improvements: Parcels A and Parcels B associated with the RVZ, and Parcel C associated with the ROFA. Parcel A (0.04 acres) will be acquired by Washington County from First Flight Limited Partnership (Liber 836, Folio 438). Parcel B (2.70 acres) will be acquired by Washington County from New Heights Industrial Park LLC (Liber 6166, Folio 342). Parcel C (0.14 acres) will be acquired by Washington County from First Flight Limited Partnership (Liber 836, Folio 438). The proposed total property acquisition is 2.88 acres. The sellers are anticipated to consent to the acquisition.

FISCAL IMPACT: \$1,600,000 for acquisition, or such amount as the Circuit Court may order; Professional Services: \$150,000; Miscellaneous Costs: \$25,000; Removal and reinstallation of the fence & gates for aircraft access from New Heights property to the airfield and demolition of the Old Fire Station: \$1,200,000. This project is currently on the FAA ACIP and the County CIP. Project will be funded with 90% FAA funds and 5% MAA funds (subject to some limitations).

CONCURRENCES: County Attorney; Real Property Administrator; and Aviation Consultant.

ALTERNATIVES: Forego property acquisition.

ATTACHMENTS: Proposed ordinance.
Parcel exhibits.

AUDIO/VISUAL NEEDS: N/A

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF THAT THIS PLAN IS CORRECT, THAT IT IS PART OF THE LAND DESCRIBED IN A DEED FROM MARYLAND ECONOMIC DEVELOPMENT CORPORATION TO FIRST FLIGHT LIMITED PARTNERSHIP, DATED DECEMBER 31, 1986 AND RECORDED AMONG THE LAND RECORDS OF WASHINGTON COUNTY, MARYLAND IN LIBER 836 AT FOLIO 438 AND FURTHER THAT THIS PLAN WAS PERSONALLY PREPARED BY ME, OR THAT I WAS IN RESPONSIBLE CHARGE OVER ITS PREPARATION AND THE SURVEYING WORK REFLECTED HEREON, ALL IN COMPLIANCE WITH THE REQUIREMENTS SET FORTH IN COMAR 09.13.06.12 IN EFFECT AT THE TIME THIS SURVEY WAS PERFORMED.

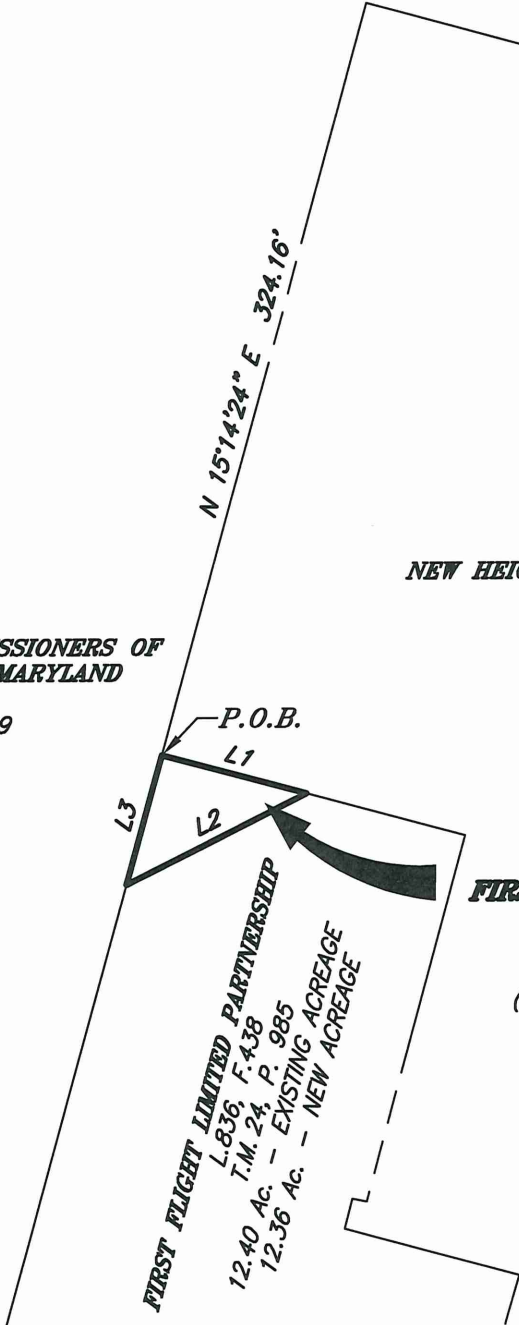
04/11/2022
DATE

Richard E. Nagel
RICHARD E. NAGEL
PROFESSIONAL LAND SURVEYOR
MARYLAND REGISTRATION No. 22020
EXPIRATION/RENEW DATE: 12/07/2023



BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY, MARYLAND
L.4419, F.124
T.M. 24, P. 689
401.89 Ac.

NEW HEIGHTS INDUSTRIAL PARK LLC
L.6166, F.342
T.M. 24, P. 1201



PARCEL A
P/O
FIRST FLIGHT LIMITED PARTNERSHIP
L.836, F.438
T.M. 24, P. 985
0.04 Ac.
(TO BE ADDED TO T.M. 24, P. 689)

LINE	BEARING	DISTANCE
L1	S 74°58'54" E	62.30'
L2	S 63°12'06" W	83.89'
L3	N 15°14'24" E	55.93'

EXHIBIT
PARCEL A
LANDS TO BE CONVEYED TO
BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY, MARYLAND
SITUATE NORTH OF SHOWALTER ROAD AND WEST OF BASORE DRIVE

DRAWN BY: M.E.H.	DATE: 4/7/2022
CHECKED BY: R.E.N.	DATE: 4/8/2022
SCALE: 1"=80'	

FOX & ASSOCIATES, INC.
ENGINEERS • SURVEYORS • PLANNERS
981 MT. AETNA ROAD, HAGERSTOWN, MD. 21740
PHONE: (301)733-8503
email:foxassoc@foxassociatesinc.com

DISTRICT	27
TAX MAP No.	24
DWG. No.	24581

H:\OTHER\Wash-Co-Airport\22-51175\Survey\Drawings\Exhibit - Parcel A.dwg Apr 11, 2022 - 2:29pm User: rnagel

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF THAT THIS PLAN IS CORRECT, THAT IT IS PART OF THE LAND DESCRIBED IN A DEED FROM TOPFLIGHT OWNER LLC TO NEW HEIGHTS INDUSTRIAL PARK LLC, DATED JANUARY 22, 2020 AND RECORDED AMONG THE LAND RECORDS OF WASHINGTON COUNTY, MARYLAND IN LIBER 6166 AT FOLIO 342 AND FURTHER THAT THIS PLAN WAS PERSONALLY PREPARED BY ME, OR THAT I WAS IN RESPONSIBLE CHARGE OVER ITS PREPARATION AND THE SURVEYING WORK REFLECTED HEREON, ALL IN COMPLIANCE WITH THE REQUIREMENTS SET FORTH IN COMAR 09.13.06.12 IN EFFECT AT THE TIME THIS SURVEY WAS PERFORMED.

04 / 11 / 2022
DATE

Richard Nagel
RICHARD E. NAGEL
PROFESSIONAL LAND SURVEYOR
MARYLAND REGISTRATION No. 22020
EXPIRATION/RENEW DATE: 12/07/2023

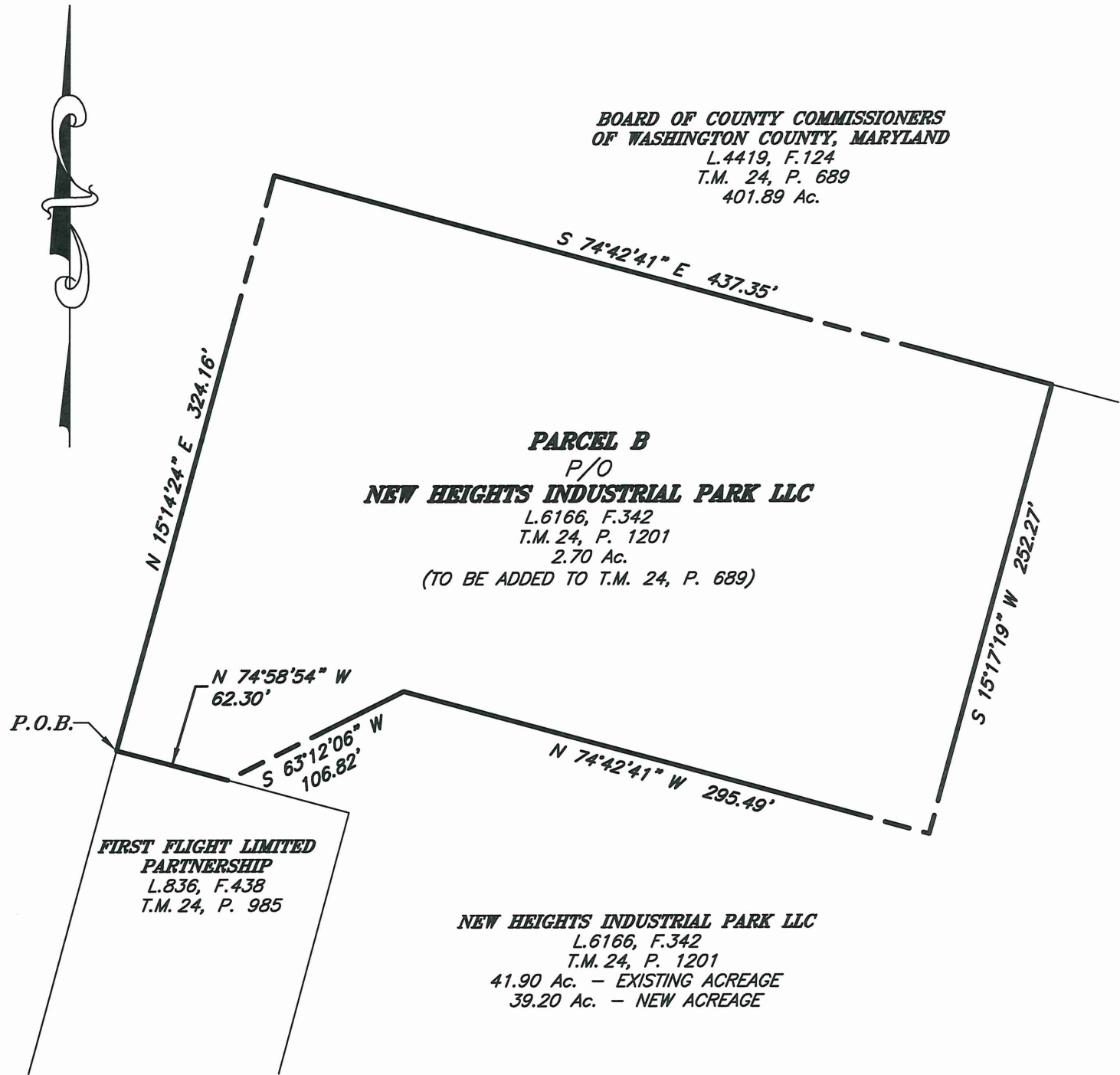


EXHIBIT
PARCEL B
LANDS TO BE CONVEYED TO
BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY, MARYLAND
SITUATE NORTH OF SHOWALTER ROAD AND WEST OF BASORE DRIVE

DRAWN BY: M.E.H.	DATE: 4/7/2022
CHECKED BY: R.E.N.	DATE: 4/8/2022
SCALE: 1"=80'	

FOX & ASSOCIATES, INC.
ENGINEERS • SURVEYORS • PLANNERS
981 MT. AETNA ROAD, HAGERSTOWN, MD. 21740
PHONE: (301)733-8503
email:foxassoc@foxassociatesinc.com

DISTRICT	27
TAX MAP No.	24
DWG. No.	24582

H:\OTHER\Wash-Co-Airport\22-51175\Survey\Drawings\Exhibit - Parcel B.dwg Apr 11, 2022 - 2:28pm User: rnagel

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF THAT THIS PLAN IS CORRECT, THAT IT IS PART OF THE LAND DESCRIBED IN A DEED FROM MARYLAND ECONOMIC DEVELOPMENT CORPORATION TO FIRST FLIGHT LIMITED PARTNERSHIP, DATED DECEMBER 31, 1986 AND RECORDED AMONG THE LAND RECORDS OF WASHINGTON COUNTY, MARYLAND IN LIBER 836 AT FOLIO 438 AND FURTHER THAT THIS PLAN WAS PERSONALLY PREPARED BY ME, OR THAT I WAS IN RESPONSIBLE CHARGE OVER ITS PREPARATION AND THE SURVEYING WORK REFLECTED HEREON, ALL IN COMPLIANCE WITH THE REQUIREMENTS SET FORTH IN COMAR 09.13.06.12 IN EFFECT AT THE TIME THIS SURVEY WAS PERFORMED.

5/3/2022
DATE

Richard E. Nagel
RICHARD E. NAGEL
PROFESSIONAL LAND SURVEYOR
MARYLAND REGISTRATION No. 22020
EXPIRATION/RENEW DATE: 12/07/2023

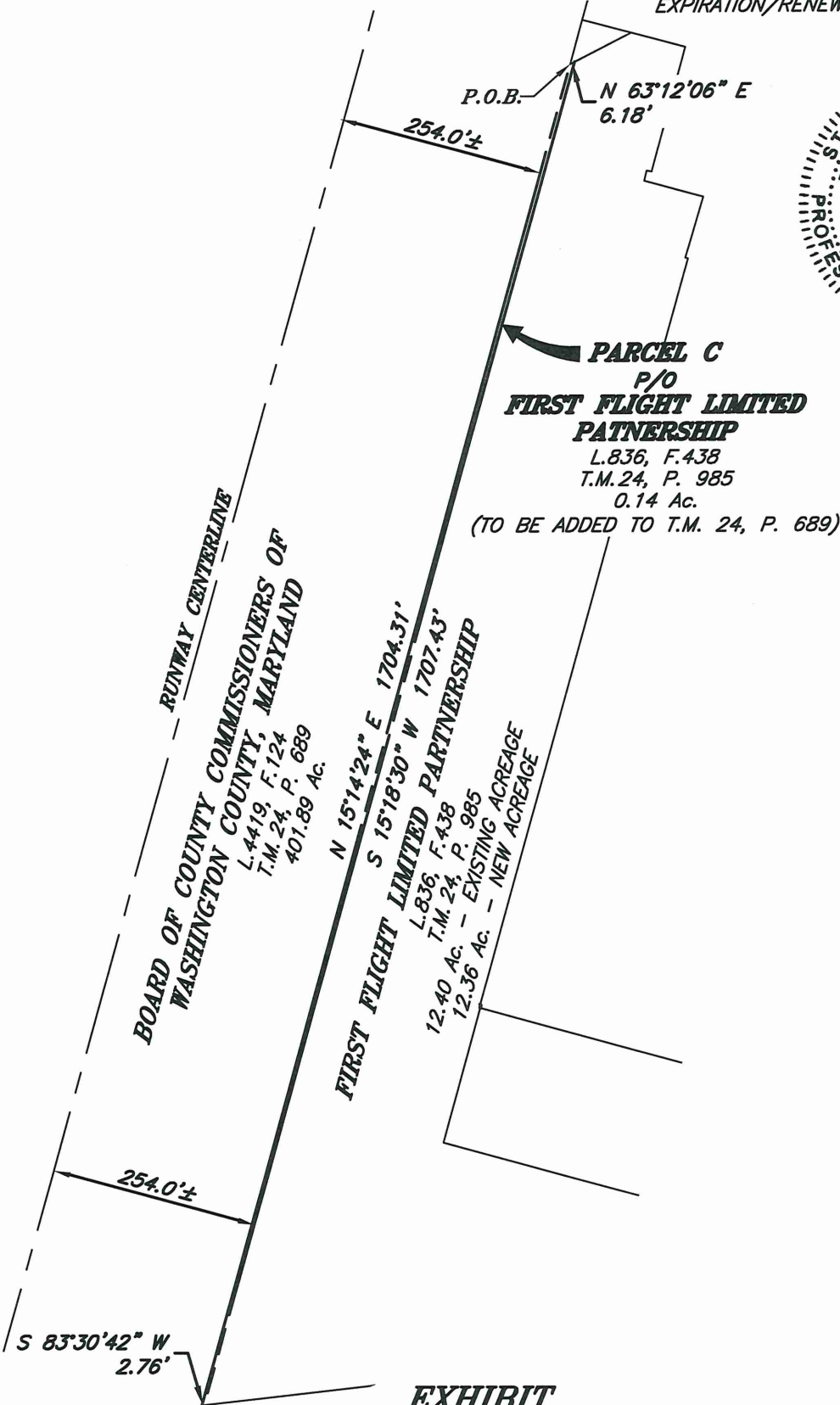
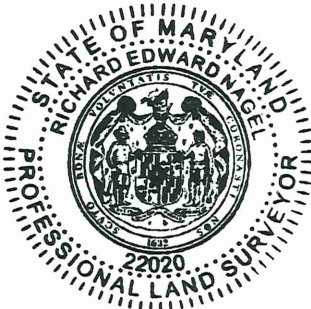


EXHIBIT
PARCEL C
LANDS TO BE CONVEYED TO
BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND
SITUATE NORTH OF SHOWALTER ROAD AND WEST OF BASORE DRIVE

DRAWN BY: R.E.N.	DATE: 4/29/2022
CHECKED BY: G.E.N.	DATE: 5/2/2022
SCALE: 1"=200'	

FOX & ASSOCIATES, INC.
ENGINEERS • SURVEYORS • PLANNERS
981 MT. AETNA ROAD, HAGERSTOWN, MD. 21740
PHONE: (301)733-8503
email:foxassoc@foxassociatesinc.com

DISTRICT	27
TAX MAP No.	24
DWG. No.	24653

ORDINANCE NO. ORD-2022-

AN ORDINANCE TO APPROVE THE ACQUISITION OF REAL PROPERTY

(Showalter Road, Hagerstown, Washington County, Maryland)

RECITALS

1. The Board of County Commissioners of Washington County, Maryland (the "County") believes that it is in the best interest of the citizens of Washington County to acquire through its power of eminent domain certain real property identified on the attached Schedule A (the "Property") to be used for public purposes at Hagerstown Regional Airport.

2. Notice of a public hearing concerning the County's intent to acquire the Property was advertised in *The Herald-Mail*, a daily newspaper of general circulation, on August 11, 15, and 22, 2022.

3. A public hearing was held on August 30, 2022, as advertised, concerning the County's intent to acquire the Property for a purchase price of One Million Six Hundred Thousand Dollars (\$1,600,000.00), or for such amount as the Circuit Court may otherwise order, all or a portion of which may be expended from the General Fund.

4. The acquisition of the Property is needed for a public purpose and there is a public necessity for the proposed condemnation.

5. The Property will be used to enhance compliance with the Federal Aviation Administration's standards and regulations concerning the Runway Visibility Zone and Runway Object Free Area at Hagerstown Regional Airport.

THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland that the acquisition of the Property be approved by exercise of its power of eminent domain pursuant to Md. Code Ann., Local Gov't § 12-401(b)(1).

BE IT FURTHER ORDAINED that the County Attorney's Office is directed to initiate litigation to acquire the Property in the Circuit Court for Washington County, Maryland, and that the President of the Board and the County Clerk be and are hereby

authorized and directed to execute and attest, respectively, for and on behalf of the County, any documents necessary for the acquisition of the Property.

ADOPTED this ____ day of August, 2022.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Krista L. Hart, Clerk

BY: _____
Jeffrey A. Cline, President

Approved as to legal sufficiency:

Kirk C. Downey
County Attorney

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

SCHEDULE A--DESCRIPTION OF PROPERTY

All those three (3) parcels of land (A, B, and C) situate north of Showalter Road and west of US Rte. 11 (Pennsylvania Avenue) in Election District No. 27, Washington County, Maryland, described generally as follows by reference to Washington County land records:

Parcel A, .04 acre, being part of lands conveyed by Maryland Economic Development Corporation to First Flight Limited Partnership by deed dated December 31, 1986, recorded in Liber 836, folio 438; Parcel B, 2.70 acres, being part of lands conveyed by Topflight Owner LLC to New Heights Industrial Park LLC by deed dated January 22, 2020, recorded in Liber 6166, folio 342; Parcel C, 0.14 acre, also being part of lands conveyed to the aforesaid First Flight Limited Partnership by deed recorded in Liber 836, folio 438.



Agenda Report Form

Open Session Item

SUBJECT: State Surplus Property

PRESENTATION DATE: August 30, 2022

PRESENTATION BY: Todd Moser, Real Property Administrator, Division of Engineering

RECOMMENDED MOTION: Arrive at a consensus to decline acquisition of state surplus property.

REPORT-IN-BRIEF: The State of Maryland has declared a property located off the West Side of MD Route 67, west of Weaverton Road, between William Way and Tree Top drive in Knoxville, Washington County consisting of 0.302 acres to be surplus property.

DISCUSSION: In accordance with Maryland Department of Transportation Policy and Procedures, the State has offered the County first right of refusal. The County would be required to pay market value (determined by the State) for the property. County staff has reviewed the property and determined the property would serve no immediate or future use to the County.

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: State Clearance Package, Aerial map

AUDIO/VISUAL NEEDS: Aerial Map

August 11, 2022

Mr. Todd Moser
Real Property Administrator, Engineering Division
Washington County Government
80 West Baltimore Street
Hagerstown MD 21740

Dear Mr. Moser:

The Maryland Department of Transportation State Highway Administration (MDOT SHA) anticipates the sale of MC# 22-2772 identified as the former Roy M. Henretty, Item No. 42339 and further described in the attached Salient Fact Sheet with Property Plat, Tax and Location Maps.

In accordance with Maryland Department of Transportation Policy and Procedures, before proceeding with any other sales activity, we will allow you a period of **60 days** to review the attached information, request additional information and to notify us of your interest, in writing, concerning the property as offered. This review period shall expire on **Tuesday October 11, 2022** without further notice. Please be aware that in most cases an interest in the property would require the purchase of the property based on an appraised value or, in a few cases, a cost plus interest basis. Additionally, we are not interested in a conveyance on any exchange basis.

Should you have an interest in acquiring the subject property, please contact this office, in writing, on or before the expiration of the review period. Any other extension for your consideration of this property must be requested, in writing, within the review period and shall be subject to specific written approval from this office.

If you have no interest in the property, please notify the following individual at your earliest convenience. In either case, we request you provide all responses to:

Mashel Wakil
Real Property and Clearance Program Coordinator
Office of Real Estate and Economic Development
Maryland Department of Transportation The Secretary's Office
7201 Corporate Center Drive, MS 470
Hanover MD 21076
Phone: 410-865-1234
Fax: 410-865-1385
Email: mwakil@mdot.maryland.gov

Mr. Todd Moser
Page Two

If you require any assistance or need additional information, please do not hesitate to contact me at 410-865-1234 or via email at mwakil@mdot.maryland.gov.

Sincerely,

Mashel Wakil

Mashel Wakil
Real Property and Clearance Program Coordinator
Office of Real Estate and Economic Development

Attachments

- Salient Fact Sheet
- Plat No. 62064
- Location and Tax Maps
- Aerial

cc: Mr. Glen Carter, Team Leader, Real Estate Services, Office of Real Estate and Economic Development, Maryland Department of Transportation The Secretary's Office
Mr. Jordan Smith, Real Property Specialist, Office of Real Estate, Maryland Department of Transportation State Highway Administration

Salient Fact Sheet

Conveyance of Real Property Maryland Department of Transportation State Highway Administration Office of Real Estate

Date of Preparation: August 10, 2022 **Refer to MC #:** 22-2772
Property Name: Roy M. Henretty
Property Item/Reference No.: 42339 **Internal Clearance:** December 10, 2021
TBU Plat No.: 62064 **Plat Date:** June 1, 2022
Location: West side of MD Route 67, west of Weverton Rd, between William Way and Tree Top Drive in Knoxville, Washington County

SDAT Property Tax Information:

County:	Washington	Tax Map #:	Adjoins 0088	Parcel:	Adjoins 0007
Grid:	Adjoins 0002	Block:		Account #	

Type of Transaction: Disposition
Acreage: Containing a total of 13,169 square feet or 0.302 acres of land, plus or minus
Improved: No
Description of Improvements: N/A
Consideration: TBD
Federal Approval: N/A

Additional Notes/Info: In 1968, MDOT SHA acquired the subject property as part of a highway improvement project for MD Route 67. The property has legal access off MD Route 67, however the parcel is not capable of independent use and is physically landlocked. MDOT SHA proposes to convey the subject parcel to the adjoining owners (Michael & Heather Romanowicz).

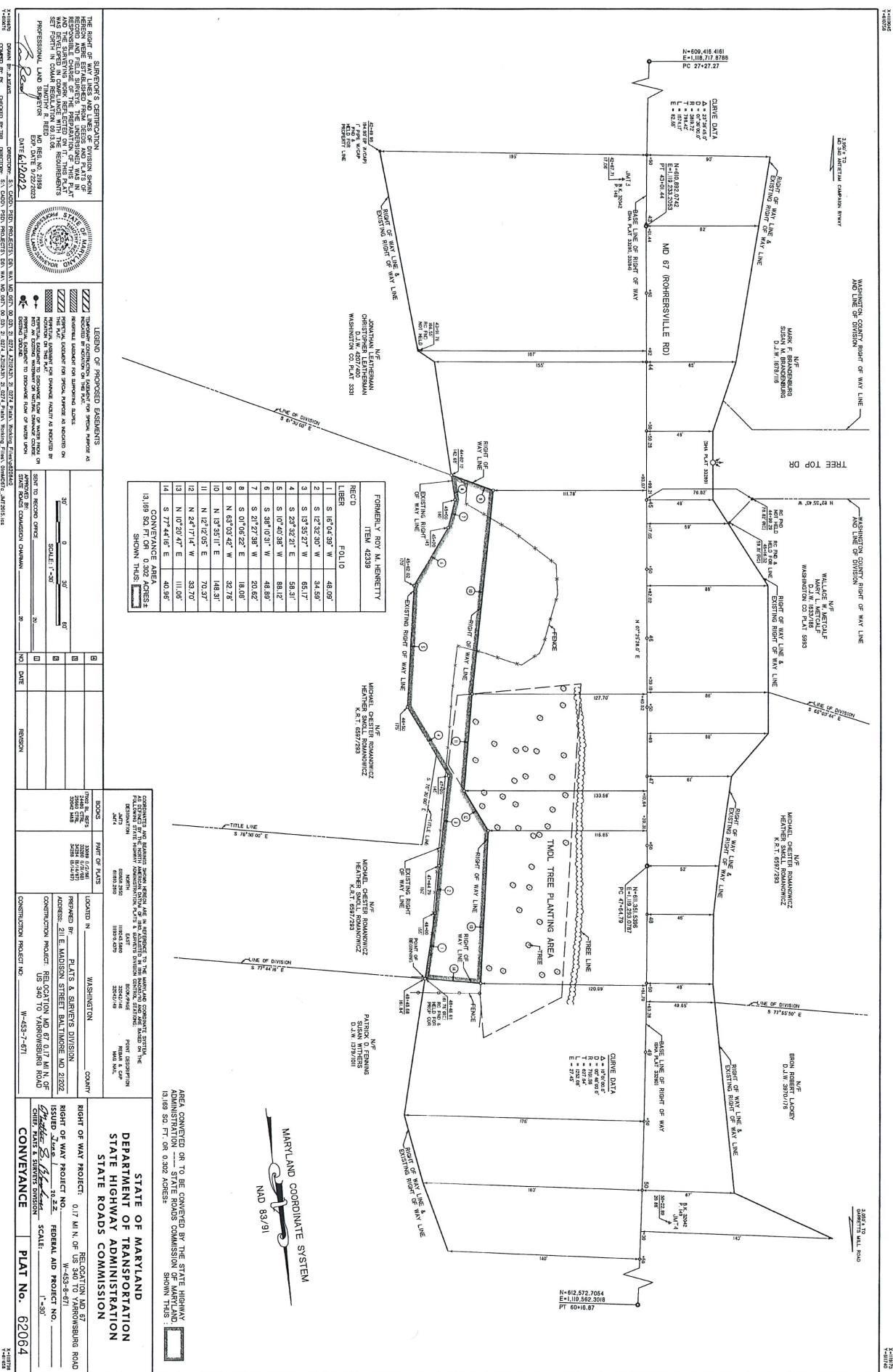
The following information is provided subject to Appraisal and is in no way warranted:

Assumed Zoning: Environmental Conservation
Utilities Available: Public electric and telephone
Estimated Market Value: \$7,750

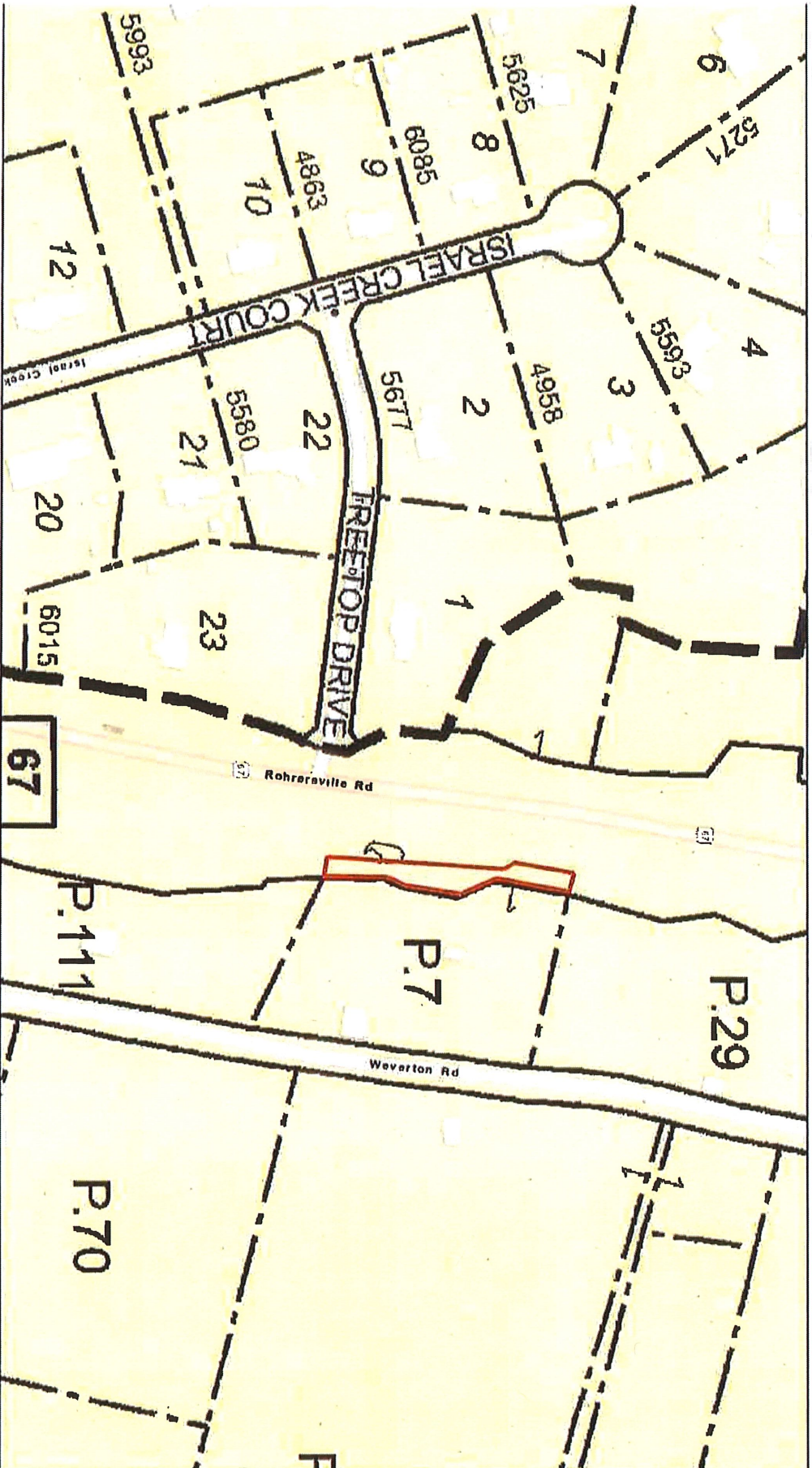
Prepared by:

Jordan Smith
Real Property Specialist, Office of Real Estate
Maryland Department of Transportation State Highway Administration
707 N. Calvert Street
Baltimore, MD 21202

Phone: 410-545-2812
Fax: N/A
email: jsmith38@mdot.maryland.gov



FINDER Online Map



5/2/13 AM
Street Map
Boundary

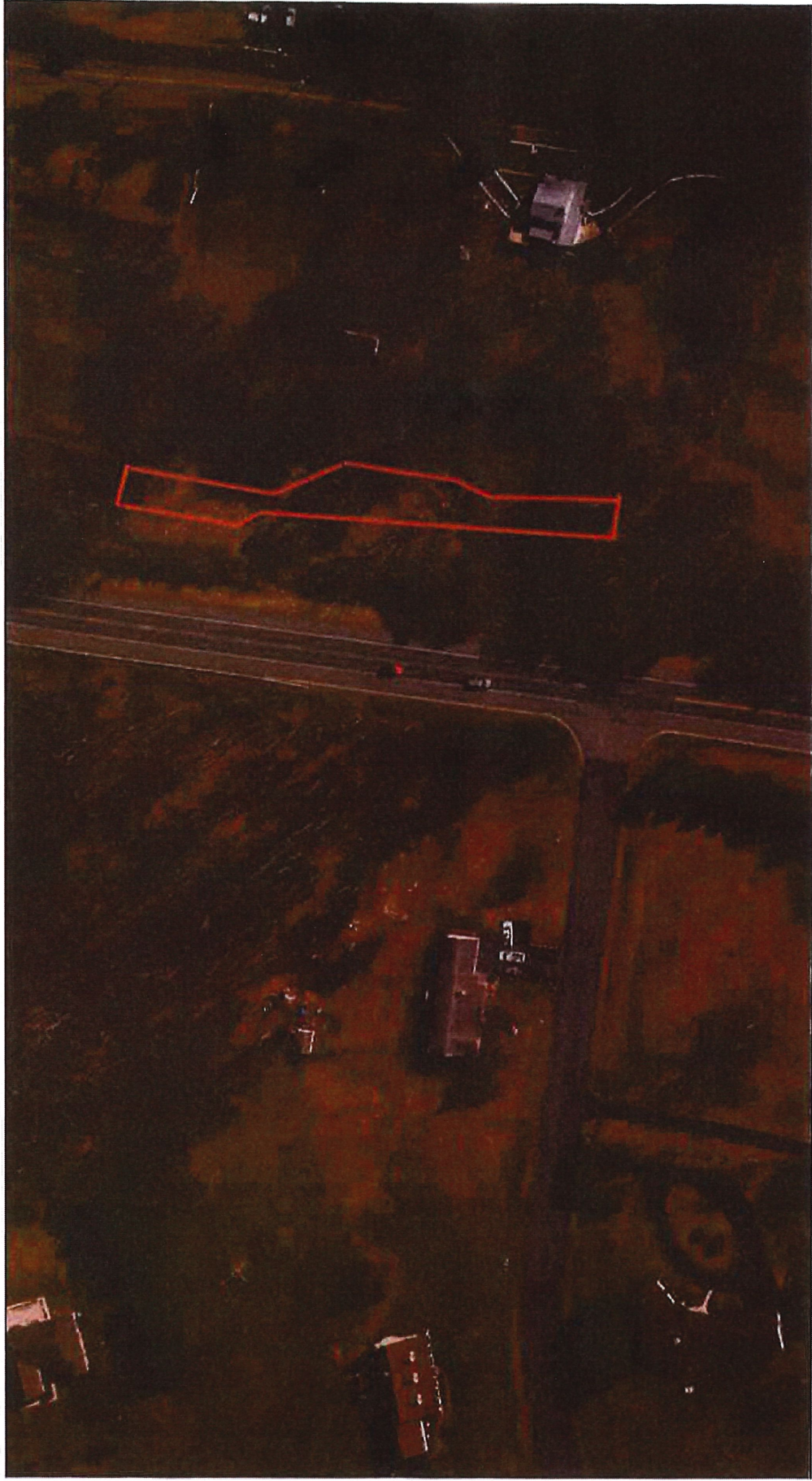
Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NISCC, (c) OpenStreetMap contributors, and the GIS User Community, NOAA, NADP

Street Map

A horizontal scale bar with markings at 0, 0.35, 0.7, 1, and 2 km. The total length is labeled as 1.4 m.

Sources: Esri, HERE, Garmin, USGS, Imagemap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

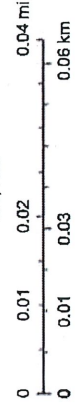
FINDER Online Map



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Street Map
ity Boundary

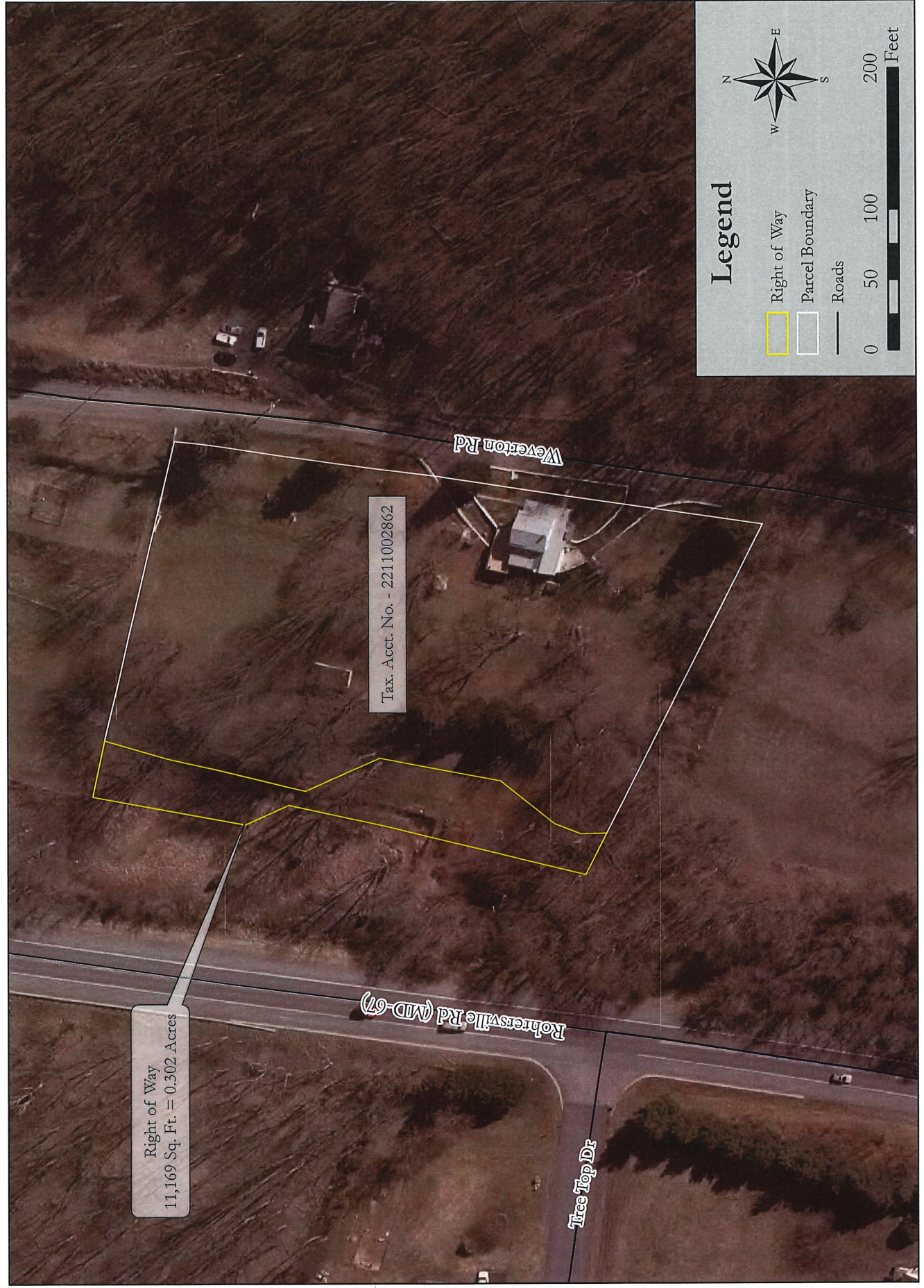
1:1,128



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community, MD MAP, DoIT

Marvland Department of Planning

State Surplus Property





Agenda Report Form

Open Session Item

SUBJECT: Community Organization Funding - Service Priority Areas and Eligible Expenses for Fiscal Year 2024

PRESENTATION DATE: August 30, 2022

PRESENTATION BY: Susan Buchanan, Director, Office of Grant Management

RECOMMENDED MOTION(S): Move to approve the Community Organization Funding Service Priority Areas and their respective available funding amounts as presented (or amended).

REPORT-IN-BRIEF: The Community Organization Funding Committee is preparing for the fiscal year 2024 application and review process. As agreed upon, the Board of County Commissioners shall annually determine and approve the service priority areas eligible to receive funding consideration. The Board shall also set or approve the total available funding that should be dedicated to each established service priority area.

DISCUSSION: Historically the Board has funded six (6) service priority areas which are: Arts & Culture, Domestic Violence, Families and Children, Recreation, Seniors and Other. These service priority areas have encompassed and included all applications received and have not excluded an organization from making application for funding.

For the purposes of the Committees fiscal year 2024 considerations, Washington County's Interim Chief Financial Officer has indicated \$1,000,000 is available for distribution. This amount represents an increase of \$226,000 over FY23. This total is subject to adjustment as the fiscal year 2024 budget is discussed.

It is the recommendation of the County's Interim CFO and Director of the Office of Grant Management that the amount of funding made available for each respective service priority be set as indicated below.

<u>Service Priority Area</u>	<u>Funding Available</u>	<u>Percent of Available Funds</u>
Arts & Culture	\$113,200	11.3%
Domestic Violence	\$322,245	32.2%
Families & Children	\$412,305	41.2%
Recreation	\$28,350	2.8%

Seniors	\$113,610	11.4%
Other	\$10,290	1.1%
Total	\$1,000,000	100%

As previously agreed upon by the Board, the Committee does have the latitude to move twenty (20) percent of the approved amounts from one service priority to another, but every year the amount of funding available for a specific service priority area will return to the approved base figure as set by the Board.

On August 31, 2021 the Board voted to allow the inclusion of capital expenses as eligible costs funded through Community Organization Funding in FY23. This inclusion did not have an adverse impact upon the program and provided increased flexibility for applicants; therefore, it is recommended that the grant continue to fund both capital and operating expenses.

FISCAL IMPACT: The fiscal impact of Community Organization Funding is dependent upon funding decisions made by the Board during the annual budgetary process.

CONCURRENCES: Interim Chief Financial Officer, Washington County, Maryland

ALTERNATIVES: The Board may amend service priorities and funding amounts and eligible expenses as deemed appropriate.

ATTACHMENTS: N/A

AUDIO/VISUAL TO BE USED: N/A



Agenda Report Form

Open Session Item

SUBJECT: Governor's Office of Crime Prevention, Youth and Victim Services FY23 Award – Additional Funding

PRESENTATION DATE: August 30, 2022

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

RECOMMENDED MOTION: Move to approve the acceptance of \$205,099 in additional funding awarded to the FY23 Community Partnership Agreement from the Governor's Office of Crime Prevention, Youth and Victim Services.

REPORT-IN-BRIEF: The Governor's Office of Crime Prevention, Youth and Victim Services (GOCPYVS) has awarded the Washington County Local Management Board a total of \$866,202 for its FY23 programs and County administrative expenses. This total is \$205,099 higher than the amount initially approved by the Board of County Commissioners on March 8, 2022.

DISCUSSION: The Washington County Office of Grant Management, on behalf of and at the direction of the Local Management Board (LMB), submitted a Community Partnership Agreement Proposal to the GOCPYVS for fiscal year 2023 in response to their Notice of Funding Availability. The Commissioners approved submission of the proposal for \$661,103 in the 3/8/2022 meeting. On 6/10/2022, the GOCPYVS awarded the LMB \$810,266 for FY23. On 6/29/2022, the GOCPYVS sent notice that there would be a one-time supplemental allocation of \$55,936 to Washington County.

The LMB will receive a total of \$866,202 from the GOCPYVS. The funding will be allocated among the six approved programs and County administrative expenses to oversee the programs.

FISCAL IMPACT: The grant will provide up to \$121,400 to the Office of Grant Management for the administrative costs of the Local Management Board.

CONCURRENCES: The Local Management Board and Susan Buchanan, Director, Office of Grant Management

ALTERNATIVES: Deny acceptance of awarded funds.

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Child Support Enforcement Cooperative Agreement – Approval to Submit Application

PRESENTATION DATE: August 30, 2022

PRESENTATION BY: Lieutenant Valerie Buskirk, Washington County Sheriff's Office and Rachel Souders, Senior Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Move to approve the submission of the application for the Child Support Administration Cooperative Reimbursement Agreement to the Maryland Department of Human Services requesting a total of \$307,369 for FY23 and accept funding as awarded by the agency.

REPORT-IN-BRIEF: The Washington County Sheriff's Office is requesting approval to submit an application to renew the Cooperative Agreement between the Department of Human Services Child Support Administration and the Board of County Commissioners to reimburse costs of child support enforcement services provided by the Washington County Sheriff's Office. The application is requesting a total amount of \$307,369 which will reimburse the salaries and fringe of two full-time deputies, and provide partial reimbursement of two part-time deputies, two Senior Office Associates, and a portion of equipment during the one-year period. All grant funds are dedicated to duties associated with serving warrants and summonses issued by the court for Child Support Enforcement.

DISCUSSION: The Office of Grant Management has reviewed the application and program guidelines. The performance period of this cooperative agreement is for one year, starting October 1, 2022 and ending September 30, 2023. There is no match requirement associated with the agreement.

FISCAL IMPACT: Provides \$307,369 to partially reimburse the expenses incurred by the Washington County Sheriff's Office associated with child support enforcement.

CONCURRENCES: Susan Buchanan, Director, Office of Grant Management

ALTERNATIVES: Deny acceptance of funding

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Public Packet

Open Session Item

SUBJECT: Contract Award (PUR-1566) – Juvenile Diversion Program in Washington County, Maryland

PRESENTATION DATE: August 30, 2022

PRESENTATION BY: Brandi Naugle, CPPB –Buyer and Rachel Souders, Senior Grant Manager – Washington County Office of Grant Management (OGM)

RECOMMENDED MOTION: Move to award the contract for the Juvenile Diversion Program in Washington County, Maryland to the responsible proposer with the responsive proposal.

REPORT-IN-BRIEF: The purpose of the service to be provided is to fulfill the requirements of the County’s Community Partnership Agreement (CPA) for fiscal year 2023 with the Governor’s Office of Crime Control and Prevention, Youth and Victim Services (GOCOPYVS). The services are to be performed during the contract period that commences upon contract execution and end on June 30, 2023 with an option by the OGM to renew the awarded Contract for up to two (2) additional years through fiscal year 2025.

The Coordinating Committee was comprised of the following members: County Buyer of Purchasing, OGM Director or designee, OGM Grant Manager (Chairman Designee), LMB Board Chairperson, or designee and LMB Community Planning and Review Committee Chairperson or designee. The RFP was advertised locally in the newspaper and on the County’s web site, as well as on the State’s “eMaryland Marketplace Advantage” (eMMA) web site. Notice of the RFP was e-mailed to those individuals/firms on the OGM’s e-mail list. Twenty-five (25) persons/firms accessed the RFP document from the web site. Four (4) firms were represented at the pre-proposal conference.

DISCUSSION: N/A

FISCAL IMPACT: Funding from the Maryland Governor’s Office for Children in the amount of \$ 111,819.

CONCURRENCES: Award as unanimously recommended by the Coordinating Committee.

ALTERNATIVES: N/A

ATTACHMENTS: Scope of Work (excerpt from RFP document).

AUDIO/VISUAL NEEDS: N/A

PUR-1566
A JUVENILE DIVERSION PROGRAM IN WASHINGTON
COUNTY, MARYLAND

A. Overview of the Washington County, Maryland Juvenile Diversion Program:

1. The overall goal of the Washington County, Maryland Juvenile Diversion Program is to promote the Maryland Result for Child Well-Being, “Communities are Safe for Children, Youth and Families,” by streamlining the point of entry for services for delinquent youth. The program will provide case management services to youth in order to prevent at-risk youth from becoming negatively involved in the juvenile justice system. Specific objectives are as follows:
 - a. Reduce the number of first-time juvenile offenders in Washington County, Maryland entering the juvenile justice system
 - b. Reduce the recidivism rate for offenders previously diverted, and
 - c. Decrease the costs of court and juvenile system services in Washington County, Maryland by diverting/redirecting youth from the system.
2. Location of Services – The Program will be in a centralized location and will be in or near the City of Hagerstown where the largest concentration of the target population is. The location should be accessible via public transportation.
3. Collaborative Efforts – Services must include strong agency and community collaboration and involvement. It will be required that the vendor create and maintain collaborative relationships with all agencies throughout the juvenile justice system – specifically, the Department of Juvenile Services, the Washington County Sheriff’s Office, the Hagerstown Police Department, Washington County Public Schools, and other service providers.

B. Service Components:

The Local Management Board (LMB) is seeking proposals for a countywide Juvenile Diversion Program that provides case management services in order to prevent at-risk youth from becoming involved in the juvenile justice system. Case management services will focus on diverting juvenile offenders from the Department of Juvenile Services (DJS) to community-based programs. Service Providers will further assess the diversion eligibility of delinquent youth to

determine whether the youth can be diverted from DJS to community-based programs or should be referred to DJS. The Service Providers will provide assessment, service linkage and monitoring of youth's involvement in community-based diversion programs, as well as follow-up care. Proposed services should include:

1. The Juvenile Diversion Program will be accessible by all youth in the county, allowing referrals from all law enforcement agencies (via police reports, citations, arrests) and school systems (via school resource officer citations). All police reports and citations will be forwarded to DJS for initial review. The purpose of this review is to determine whether the youth meet basic eligibility criteria for the program. See Section III for a definition of the target population.

Following the initial eligibility review, DJS will forward police reports and citations to the Service Provider for further assessment and service linkage. Note: DJS can be contacted for a history report but will not enter youth into the DJS system.

2. Within seventy-two (72) hours of receiving a police report or citation, the Service Provider will send an intake appointment letter to the parent/guardian and youth, which specifies the alleged offense, date of alleged offense, intake appointment (date and time), and necessary documentation to bring to the intake appointment. If applicable, a letter is mailed to the victim of the alleged offense requesting any additional information they may have regarding the offense, other related circumstances and the cost of restitution, if any.
3. Conduct an intake interview with the youth and parent/guardian to determine the appropriate course of action for the alleged offense (consequences).
4. During the intake interview, assess each youth to identify substance abuse and mental health needs (using a validated screening tool). Where indicated, determine the appropriate course of action (intervention).
5. Establish a diversion contract, which addresses agreed-upon consequences and/or interventions as well as additional services/supports that may be deemed appropriate.
6. Establish and monitor all diversion placements.
7. Utilize established community-based diversion programs where appropriate and actively work to identify additional resources. Programs should include community service and well as counseling and educational sessions in the following: conflict resolution, violence prevention, mental health services, and substance abuse education/treatment.

8. Diversion should be based on a Restorative Justice philosophy which engages the eligible offender, offender's parents/guardians and the victim in the diversion process to restore the harm done and make the offender accountable for their actions, while generally avoiding formal court proceedings.
9. The services should emphasize juvenile accountability, community protection and competency development. The anticipated Length of Service (LOS) is three (3) months.

C. Program Data Collection:

The Service Provider shall collect and report indicator data and program outcome information as required by the Evaluation Contract executed with the Office of Grant Management. Data collection will be required throughout the duration of the program. The following data outcome measures are the minimum measures expected of the selected Service Provider:

1. Total number of eligible referrals to the program
2. Number of eligible referrals that agree to diversion services (must sign contract)
3. Number and percentage of youth with an identified need who are referred to mental health and/or substance abuse services and are successfully linked (successful linkage is defined as appointment scheduled or added to waitlist)
4. Number and percentage of families who report satisfaction with program services (per survey) at closure
5. Number and percentage of diverted youth that satisfy all obligations to successfully complete the diversion program
6. Number and percentage of diverted youth who avoid re-offending for one full year from completion date

These measures may be revised at the discretion of the OGM and GOCYVS.

D. Parameters of the Award of Funds

1. The maximum award of \$111,819 for the Juvenile Diversion Program will tentatively commence on July 1, 2022 and end June 30, 2023 with an option by the OGM to renew the awarded Contract for up to two (2) additional years through fiscal year 2025.
2. Renewal of this agreement is at the discretion of the Local Management Board and is contingent upon the following: 1) the continual award of funds from the

GOCOPYVS, 2) the performance of the Service Provider, and 3) the goals/outcomes desired by the GOCOPYVS and OGM.

III. POPULATION SERVED

The program is designed to serve youth ages 10 to 17 (at time of offense) who are first-time non-violent offenders. Types of first-time offenses that may be eligible for diversion from DJS to community-based services include (but are not limited to) possession of alcohol, possession of controlled dangerous substances, theft, minor assault, minor weapons violations, computer crimes, disorderly conduct, false reports, harassment, gambling violations, possession of fireworks, littering, telephone misuse, trespassing and driving violations. First-time violent offenders and low-level repeat offenders may be considered on a case-by-case basis at the discretion of the DJS.

The Children's Cabinet places special emphasis on addressing Racial and Ethnic disparities (R/EDs). Staff at the awarded agency will be required to have some form of R/ED training if they have not done so within the previous 12 months. R/ED data must be continuously monitored to ensure the Juvenile Diversion Program is succeeding in reducing disparities among the population. As Youth of Color are overrepresented among juvenile offenders, they will be given priority status in the Diversion Program if it encounters capacity issues.

The Children's Cabinet also places special emphasis on addressing Adverse Childhood Experiences (ACEs) and applying Trauma-Informed Practices (TIPs). All juveniles referred for the Diversion Program will be screened for potential mental health issues and those with an identified need will be referred for mental health services. Staff at the awarded agency will be required to have some form of trauma-informed training if they have not done so in the previous Twelve (12) months.



Agenda Report Form

Open Session Item

SUBJECT: Sole Source Procurement (PUR-1573) – Inform Solution Server/NICE Recording Equipment for the Division of Emergency Services (DES)

PRESENTATION DATE: August 30, 2022

PRESENTATION BY: Brandi Naugle, CPPB, Buyer – Purchasing Department and Josh O’Neal, Deputy Director of Information Systems, and Brian Albert, Emergency Communications Center Operations, Division of Emergency Services.

RECOMMENDED MOTION: Move to authorize a Sole Source procurement of a Inform Solution Server / NICE recording equipment for use by Division of Emergency Services in the amount of \$439,002 from NICE of Hoboken, NJ based on its proposal dated April 15, 2022.

REPORT-IN-BRIEF: On May 3, 2022, the Office of Community Grant Management was granted permission by the Board to submit the grant application to the Maryland 9-1-1 Board in the amount of \$439,002 for a new Inform Solution server and the Purchasing Department received a request from the DES regarding the procurement for the recording equipment. DES wishes to apply Sections 1-106.2(a)(1) & (2) of the Code of Local Public Laws of Washington County, Maryland, to the procurement requested. These sections state that a sole source procurement is authorized and permissible when: (1) Only one source exists that meets the County’s requirements and (2) The compatibility of equipment, accessories, or replacement parts is the paramount consideration.

The new Inform server; a new HP DL380 Gen10, will host the Inform solution, supporting playback and preservation of all audio recordings at the various locations of the County’s 911 center and the IP Radio Loggers. The Inform solution is licensed to provide the following user applications: reconstruction, monitor, verify evidence, quality management. This solution meets the requirements of the State of Maryland 9-1-1 board for the preservation of recordings at the multiple locations of Washington County's 911 center. The purchase is a required upgrade and replacement of the critical infrastructure relating to the legally required recording of Emergency calls and radio communications.

This request requires the approval of four of the five Commissioners in order to proceed with a sole source procurement. If approved, the following remaining steps of the process will occur as outlined by the law: 1) Not more than ten (10) days after the execution and approval of a contract under this section, the procurement agency shall publish notice of the award in a newspaper of general circulation in the County and 2) An appropriate record of the sole source procurement shall be maintained as required.

DISCUSSION: N/A

FISCAL IMPACT: Funds in the amount of \$439,002 are available in grant account GRT150 for the purchase of the equipment.

CONCURRENCES: Joshua O'Neal, Division Director - Information Systems

ALTERNATIVES: N/A

ATTACHMENTS: NICE's proposal dated April 15, 2022

AUDIO/VISUAL NEEDS: N/A



QUOTE#Q-37837 ChrisGallahan

Proposal Date:	4/15/2022
Proposal Valid Until:	7/11/2022

Customer Name:	Washington County EOC - Public Safety	NICE Account Executive:	Chris Gallahan
Opportunity Number:	OP-00325901	Phone Number:	
City, State:		E-Mail:	chris.gallahan@nice.com
Zip code:		Quote Creator:	Graeme Bungay
Country:	United States	Phone Number:	
Currency:	USD	E-Mail:	graeme.bungay@nice.com

Proposal Description:	<p>System upgrade from Inform 7 Professional to Inform 10 Elite.</p> <p>This quotation covers hardware and software upgrades to the Inform solution at the Elliott Parkway and W. Washington Street locations.</p> <p>Elliott Parkway.</p> <p>New NICE Inform Recorder (replacing the NRX) with 72 licensed channels to record a mix of analog and Vesta IP resources. The recorder is configured with 3 analog cards to record the analog 2-wire audio feeds which will be connected to a punch block within 30 cable feet of the rear of the recorder server.</p> <p>All Vesta positions at Elliott Parkway will be recorded via SPAN ports set up on the Vesta network switches. The recorder will continue to capture ANI/ALI data from the serial feed just as the current NRX does. Additional call metadata will be captured from the Vesta CDR feed, which is connected to the recorder network via a serial to IP converter (100Mbps network connection required).</p> <p>The additional call metadata is required for the Intelligence Center solution as well as providing information about who answered the 9-1-1 calls.</p> <p>SMS Text data will be captured by the recorder via integration to the Vesta i3 interface.</p> <p>New Inform server. A new HP DL380 Gen10 server will host the Inform solution, supporting playback of all audio recordings from Elliott Parkway, W. Washington St. and the IP Radio Loggers. The Inform solution is licensed to provide the following user applications:</p> <p>Reconstruction Monitor Verify Evidence Management (Organizer and Inform Media Player) Quality Management (Evaluator and Reporter)</p> <p>Inform will also provide support for replaying of recordings from within Aqua ProQA for 2 workstations running the Aqua application.</p> <p>Inform will interface to the Keystone CAD server's database to aid with the retrieval of recordings related to specific CAD events and to display CAD event information within the Reconstruction time line when reviewing recordings. The Generic CAD interface will be utilized, with a Read-Only connection to the CAD System's SQL Backup Database (subject to further Tech Discovery).</p> <p>Central Archive A new HP DL380 Gen10 server will provide an archive destination for the local audio, along with the audio and metadata from W. Washington St. The server is configured with 3 x 6TB drives in RAID5 for approx. 12TB of usable storage.</p> <p>Intelligence Center A HP DL380 Gen10 Server hosts Intelligence Center, which provides the PSAP management team with near real-time information about the operation and status of the PSAP center, including dashboard views of call handling metrics and call taker performance, delivering information to</p>
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management staff that provides a drill down to an individual call, or to an individual's evaluation to uncover underlying issues that may be impacting a call taker's performance, or delaying key response times. The Intelligence Center Server will interface to the Keystone CAD system's database to pull key information and to the recorders via Inform to pull call information. Further Technical Discovery is required.

Inform Health Manager.

A new alarm and monitoring solution, deployed on a HP DL360 Gen10 Server that will monitor the Inform Solution servers at Elliott Parkway and W. Washington Street for any alarm and alert information generated from the servers by SNMP traps.

W. Washington St.

New NICE Inform Recorder (replacing the NRX) with 48 licensed channels to record a mix of analog and Vesta IP resources. The recorder is configured with 2 analog cards to record the analog 2-wire audio feeds which will be connected to a punch block within 30 cable feet of the rear of the recorder server.

All Vesta positions at Elliott Parkway will be recorded via SPAN ports set up on the Vesta network switches. The recorder will continue to capture ANI/ALI data from the serial feed just as the current NRX does. Additional call metadata will be captured from the Vesta CDR feed, which is connected to the recorder network via a serial to IP converter (100Mbps network connection required). The additional call metadata is required for the Intelligence Center solution as well as providing information about who answered the 9-1-1 calls.

SMS Text data will be captured by the recorder via integration to the Vesta i3 interface.

New Resilient Inform server. A new HP DL380 Gen10 server will host the Inform Resilience solution, providing an alternate access point to retrieve recordings in the event the Inform Server at Elliott Parkway is unavailable.

Central Archive

A new HP DL380 Gen10 server will provide an archive destination for the local audio, along with the audio and metadata from Elliott Parkway. The server is configured with 3 x 6TB drives in RAID5 for approx. 12TB of usable storage.

Technical Approvals

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Intelligence Center with GENERIC CAD integration, pending Discovery Information. Please note:

1. Customer/CAD vendor must provide SQL views meeting exact format to be defined by NICE onto Microsoft SQL CAD Reporting/Backup database and allow their Inform server a read-only SQL connection to that database.
2. Customer may need to purchase API from CAD vendor to support this integration.
3. Customer must provide remote access to their Inform server to assist with configuration/diagnostics etc.
4. Integration requires NICE Inform R10.0 applications or later.
5. Customer may need a telephony/CTD integration that tags 911 calls with Agent Ids, e.g. VESTA/VIPER. 911 calls without Agent Id tags will not be returned by the integration.
6. The Discovery Process MUST determine that the data available from the CPE integration AND the Generic CAD integration provides sufficient Intelligence Center functionality and visualisations to meet the customer's requirements.

IMPORTANT: If these pre-requisites are not met the Inform Intelligence Centre CAD integration cannot be delivered. This approval DOES NOT cover any bespoke CAD integration to this customer/vendors unique CAD integration.

Total Software	185,680.00
Total Hardware	82,371.00
Total Products	268,051.00
Total Professional Services	113,350.00
Total Subscription Service	0.00
Total Maintenance	57,600.00

Total Quote	439,002.00
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PRODUCTS

SOFTWARE

Description	Product Identifier	Quantity	Unit List Price	Discount (%)	Unit Sell Price	Total Sell Price
Primary recording channel license with Inform Elite applications support - New	NPS-INF-ELITE-PRI-1CH	120.00	1,500.00	35.00	975.00	117,000.00
Primary Inform Elite replay channel/resource license for external Logger or matrix connection (to link multiple Inform Systems together) - New	NPS-INF-ELITE-AD-PRI-1CH	60.00	200.00	35.00	130.00	7,800.00
Resilient Inform Elite replay channel/resource license for external Logger or matrix connection (to link multiple Inform Systems together) - New	NPS-INF-ELITE-AD-RES-1CH	60.00	100.00	35.00	65.00	3,900.00
Central Archiving channel licenses - New	NPS-INF-CENTARCH-CH	120.00	50.00	35.00	32.50	3,900.00
Channel Licenses to Add Intelligence Center to Inform Solution - New	NPS-INF-ELITE-IC-PPC	120.00	600.00	35.00	390.00	46,800.00
NICE Inform API for integration with AQUA - per single concurrent user connection.	NPS-INF-AQUA-API	2.00	1,000.00		1,000.00	2,000.00
MySQL Server license (Standard Edition)	NPS-MYSQL-STD	4.00	220.00		220.00	880.00
MS SQL 2019 64 bit User/Device Client Access License	NPS-SQL2019-64-CAL-USR	15.00	200.00		200.00	3,000.00
MS SQL 2019 64 bit Server Client Access License	NPS-SQL2019-64-CAL-SVR	2.00	200.00		200.00	400.00

HARDWARE

Description	Product Identifier	Quantity	Unit List Price	Discount (%)	Unit Sell Price	Total Sell Price
Analog / Digital / Trunk full length PCI-E interface board (NO CABLE included)	NPS-INF-ADT-FULL	5.00	2,000.00		2,000.00	10,000.00
Connection cable 10m for Analog/Digital cards	NPS-NR-ANA-DIG-CABLE-10	5.00	89.00		89.00	445.00
Moxa NPort 1port device server w/ (1)DB9M RS232 port & (1) 10/100 network port.	NPS-NR-MOXA-N-1	2.00	360.00		360.00	720.00
Split Serial Cable RS232 10 meter (used for CDR)	NPS-NR-SPLIT-SERIAL-CABLE	2.00	178.00		178.00	356.00
HPE ML350 Gen10 4LFF, 2 x Xeon-Silver 4110 (2.1GHz/8-core), 32GB RAM 2 x HPE 2TB SAS 7.2K LFF Hot-Plug HPE P408i-a/2GB + Battery Storage Controller 2 x 800W Hot-Plug Power Supply HPE ML350 Gen10 Tower to Rack Conversion Kit (1U Sliding Shelf) 4-Port 1 Gigabit Ethernet Adapter Win Svr 2019	NPS-NR-SRV-ML350-G10-2019	2.00	8,700.00		8,700.00	17,400.00
HPE Ethernet 1Gb 4-port 331T Adapter. For ML350 Gen10 .	NPS-NR-NIC-4PORT-ML350	2.00	770.00		770.00	1,540.00

Description	Product Identifier	Quantity	Unit List Price	Discount (%)	Unit Sell Price	Total Sell Price
HPE 16GB (1x16GB) Single Rank x4 DDR4-2666 CAS-19-19-19 Registered Smart Memory Kit for DL360 / DL380 / ML350 Gen10.	NPS-NR-16GB-RAM	8.00	470.00		470.00	3,760.00
HPE 2TB 12G SAS HDD for ML350 Gen10.	NPS-NR-HD2TB-ML350G10	4.00	670.00		670.00	2,680.00
HPE DL380 Gen10 12LFF, 2 x Xeon-Silver 4110 (2.1GHz/8-core), 32GB RAM 2 x HPE 2TB SAS 7.2K LFF Hot-Plug HPE P408i-a/2GB + Battery Storage Controller, 2 x 800W Hot-Plug Power Supply 4-Port 1 Gigabit Ethernet Adapter Win Svr 2019	NPS-NR-SRV-DL380-G10-2019	1.00	8,300.00		8,300.00	8,300.00
HPE 2TB SAS 12G Midline 7.2K LFF (3.5in) SC 1yr Wty Digitally Signed Firmware HDD for DL380 and DL360 Gen10.	NPS-NR-HD2TB-DL3X0G10	2.00	670.00		670.00	1,340.00
HPE DL380 Gen10 12LFF, 2 x Xeon-Silver 4110 (2.1GHz/8-core), 32GB RAM 2 x HPE 2TB SAS 7.2K LFF Hot-Plug HPE P408i-a/2GB + Battery Storage Controller, 2 x 800W Hot-Plug Power Supply 4-Port 1 Gigabit Ethernet Adapter Win Svr 2019	NPS-NR-SRV-DL380-G10-2019	2.00	8,300.00		8,300.00	16,600.00
HPE 6TB 12G SAS HDD for DL380 and DL360 Gen10.	NPS-NR-HD6TB-DL3X0G10	4.00	1,200.00		1,200.00	4,800.00
HPE 16GB (1x16GB) Single Rank x4 DDR4-2666 CAS-19-19-19 Registered Smart Memory Kit for DL360 / DL380 / ML350 Gen10.	NPS-NR-16GB-RAM	8.00	470.00		470.00	3,760.00
HPE DL360 Gen10 4LFF, 1 x Xeon-Silver 4110 (2.1GHz/8-core), 32GB RAM 2 x HPE 2TB SAS 7.2K LFF Hot-Plug HPE P408i-a/2GB + Battery Storage Controller, 2 x 500W Plat Hot-Plug Power Supply 4-Port 1 Gigabit Ethernet Adapter Win Svr 2019	NPS-NR-SRV-DL360-G10-2019	1.00	7,450.00		7,450.00	7,450.00
HPE 2TB SAS 12G Midline 7.2K LFF (3.5in) SC 1yr Wty Digitally Signed Firmware HDD for DL380 and DL360 Gen10.	NPS-NR-HD2TB-DL3X0G10	2.00	670.00		670.00	1,340.00
HPE 16GB (1x16GB) Single Rank x4 DDR4-2666 CAS-19-19-19 Registered Smart Memory Kit for DL360 / DL380 / ML350 Gen10.	NPS-NR-16GB-RAM	4.00	470.00		470.00	1,880.00
Total Software:						185,680.00
Total Hardware:						82,371.00
Total Products:						268,051.00

COMMITMENT REQUESTS

Commitment SW

Description	Services Identifier	Total Sell Price
Commitment to deliver out of scope or R&D software	NPS-COMMITMENT-SW	1.00
Total Commitment:		1.00

PROFESSIONAL SERVICES

EDUCATION SERVICES

Description	Service Identifier	Quantity	Unit List Price	Discount (%)	Unit Sell Price	Total Sell Price
NICE Inform Health Manager 1/2 day / 4 hour instructor led end user training for Basic / Operator users. Up to 6 students. Delivered remotely by default. T&E charged separately for on-site delivery	PS-TR-EU17-PS	1.00	1,600.00		1,600.00	1,600.00
Additional day of instructor led NICE Inform QA Pack training (Inform Evaluator and Reporter). Up to 6 students. Held at client site or remotely. In addition to PS-TR-EU12-PS	PS-TR-EU14-PS	1.00	3,200.00		3,200.00	3,200.00
NICE Inform 2-day instructor led training for up to 6 students held at client site or remotely. Covers Verify, Monitor, Reconstruction, Organizer and Reporter, as well as administration applications. (Excludes Evaluator QA).	PS-TR-EU12-PS	1.00	6,400.00		6,400.00	6,400.00
NICE Inform 2-day instructor led Intelligence Center training. Up to 6 students.	PS-TR-EU16-PS	1.00	6,400.00		6,400.00	6,400.00
Instructor travel and expenses per trainer for 2 days	PS-TR-INTE-02-PS	1.00	1,100.00		1,100.00	1,100.00
Instructor travel and expenses per trainer for 3 days	PS-TR-INTE-03-PS	1.00	1,600.00		1,600.00	1,600.00

INSTALLATION/INTEGRATION

Description	Service Identifier	Quantity	Unit List Price	Discount (%)	Unit Sell Price	Total Sell Price
First day per person per week. For preparation, review etc.	PS-IN-RPI31-PS	4.00	1,100.00		1,100.00	4,400.00
Global T&E per person. Not required for remote installations. Please quote appropriate quantity of this item to cover all T&E costs. This item is non discountable	PS-IN-RPI38-PS	12.00	1,000.00		1,000.00	12,000.00
Tech Implementation: First Recording System, up to 96 channels	PS-TEC-IMP-02-PS	1.00	7,000.00		7,000.00	7,000.00
Tech Implementation: First Recording System, up to 200 channels	PS-TEC-IMP-03-PS	1.00	9,000.00		9,000.00	9,000.00
Tech Implementation: Additional Recording System, Different Site, up to 48 channels	PS-TEC-IMP-07-PS	1.00	2,300.00		2,300.00	2,300.00
Tech Implementation: Additional Recording System, Different Site, up to 200 channels	PS-TEC-IMP-09-PS	1.00	5,100.00		5,100.00	5,100.00

Description	Service Identifier	Quantity	Unit List Price	Discount (%)	Unit Sell Price	Total Sell Price
Installation/Configuration of CTI/CDR/CTD integration, per NIR Core	PS-IN-ASC02-PS	2.00	2,100.00		2,100.00	4,200.00
Installation of Stand-Alone or Resilient Primary Inform Server. Includes first 100 channels system configuration. Monday - Friday, 8 - 5 local time. For over 100 channels, item PS-IN-ASC07-PS needs to be bundled for channel configuration within NICE Inform	PS-IN-ASC06-PS	1.00	2,100.00		2,100.00	2,100.00
Additional channel system configuration in NICE Inform system installation or expansion, price per additional 50 channels. Bundle with PS-IN-ASC06-PS, PS-IN-ASC08-PS or PS-IN-ASC14-PS	PS-IN-ASC07-PS	2.00	300.00		300.00	600.00
Installation of Resilient Secondary Inform Server. Monday - Friday, 8 - 5 local time. Additional per channel configuration PS-IN-ASC07-PS is NOT required for Inform channels of resilient secondary Inform Servers.	PS-IN-ASC08-PS	1.00	2,100.00		2,100.00	2,100.00
Uplift for installation and configuration of Inform Elite integration to CAD and GIS mapping	PS-IN-ASC42-PS	1.00	2,100.00		2,100.00	2,100.00
Uplift for installation and configuration of Inform Elite Business Intelligence Dashboards	PS-IN-ASC43-PS	2.00	5,400.00		5,400.00	10,800.00
Migrate NIR / NR / NICELog / VPI logger legacy data source to new location (per Recorder database/CLS/IC)	PS-UG-06-PS	2.00	3,200.00		3,200.00	6,400.00
Remote configuration of ProQA AQUA integration following upgrade of NICE Inform, per concurrent user - max 2 workstations configured	PS-UG-10-PS	2.00	500.00		500.00	1,000.00
Uplift for configuration of TEXT-911 Logger plus first driver integration.	PS-IN-ASC34-PS	2.00	1,100.00		1,100.00	2,200.00

PROJECT MANAGEMENT

Description	Service Identifier	Quantity	Unit List Price	Discount (%)	Unit Sell Price	Total Sell Price
Project Management Services	PS-PM-PM01-PS	21,750.00	1.00		1.00	21,750.00

Total Services: 113,350.00

MAINTENANCE

1st Year Warranty

Description	Service Identifier	Maintenance Percentage	Discount Percentage	Net Annual Maintenance	Term (Years)	Total Maint. Price
North American Support During Warranty (1st Year). Coverage: 24x7 for remote critical, all others 8 to 5. Remote response: 2 hrs. For call back response time and on-site response time please see the relevant NICE customer maintenance agreement. All on-site response times are in effect following the determination that on-site support is required. Includes software hot fixes, update packs and minor version upgrades. Excludes major version upgrades.	SP-CO-MAIN07-PS	20.00		57,600.00	1.00	57,600.00
Total Warranty 1st Year:						57,600.00
Total Maintenance:						57,600.00

Total Quote: 439,002.00



Agenda Report Form

Open Session Item

SUBJECT: Additional Funding Request for the Highway Department

PRESENTATION DATE: August 30, 2022

PRESENTATION BY: Rick Curry, CPPO, Director of Purchasing Department and Zane Rowe, Deputy Director, Highway Department

RECOMMENDED MOTION: Move to request additional funding in the amount of \$47,776 for the Highway Department to purchase four (4) new Mack Cab/Chassis Trucks with Dump Body. The Board could approve the additional funds from FY'23 reserve surplus funds and reduce any surplus amount to the Highway Department by the amount drawn down and that amount added to the capital reserves so that the balance remains strong.

REPORT-IN-BRIEF: On August 10, 2021 this Board approved the purchase for the initial order of four (4) dump trucks from Baltimore Potomac Truck Center of Hagerstown, MD for the total sum of \$877,976. The Highway Department received notification from Baltimore Potomac Truck Center on July 11, 2022 indicating that the upfitter J&J Body had received a price increase and that the costs would need to be added to the original purchase price. Vendors are having difficulties controlling price escalations due to the ongoing global market conditions, supply issues, price inflation and component shortages that manufacturers and consumers continue to experience. With many companies in the United States coming back online it has created a large demand for raw materials. Steel and aluminum are among the most sought-after commodities. The steel mills have not been able to meet the rising demands and thus have continued to raise their prices as well as produce minimal amounts of materials. Since last fall aluminum has increased \$0.79+ per pound, this as translated to a 60-65 percent increase in aluminum prices depending on the grade and finish. Shortages in supply, labor and freight carriers have continued to push the inflated prices much higher than ever anticipated in the history of our country. The order should not be delayed, which would result in the County losing the order or drawn out to were the department could be susceptible to another price increase.

DISCUSSION: N/A

FISCAL IMPACT: N/A

CONCURRENCES: Public Works Director

ALTERNATIVES:

1. Approve the additional funding request, or
2. Do not approve the additional funding and the department will have purchased trucks without a dump body.

ATTACHMENT/AUDIO VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Discussion - FY22 Surplus

PRESENTATION DATE: August 30, 2022

PRESENTATION BY: Kelcee Mace, Interim Chief Financial Officer

RECOMMENDED MOTION: Move to approve allocation of funding as presented or as amended by the BOCC.

REPORT-IN-BRIEF: Discuss potential uses of the FY22 surplus.

DISCUSSION: During the August 16 meeting, staff brought forward recommendations on potential uses of the FY22 surplus. These recommendations have been categorized into two categories. Those listed in Category A are being recommended for decision today. Those listed in Category B can be decided on today or at a later date.

Category A		Category B	
Project	Amount	Project	Amount
Northern Ave Bridge	150,000	P25 Communications Upgrade	2,000,000
Wesel Blvd	2,000,000	Systemic Improvements	3,000,000
Pension	5,000,000	IT Replacement	850,000
Operating Reserve	5,000,000	General Vehicle	500,000
Capital Reserve	6,000,000	HWY Equipment	1,400,000
TOTAL	18,150,000	Police Vehicles	1,000,000
		Roof Replacements	1,500,000
		Pavement Maintenance	2,000,000
		School Construction	2,000,000
		Capital Contingency	2,600,000
		TOTAL	16,850,000

FISCAL IMPACT: \$35,000,000

CONCURRENCES: County Administrator

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A