



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

January 24, 2023

OPEN SESSION AGENDA

- 9:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President John F. Barr*
- 9:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 9:25 AM STAFF COMMENTS
- 9:35 AM CITIZEN PARTICIPATION
- 9:45 AM MARYLAND GENERAL ASSEMBLY 2023 REGULAR SESSION PREVIEW
Bruce C. Bereano, Lobbyist, Washington County
- 10:15 AM PROPOSED MERITUS SCHOOL OF OSTEOPATHIC MEDICINE
Dr. Maulik Joshi, President and CEO, Meritus Health
- 10:30 AM DIVISION OF BUDGET & FINANCE RESTRUCTURING
Michelle Gordon, Chief Financial Officer
- 10:35 AM LOCAL ASSISTANCE AND TRIBAL CONSISTENCY FUND (LATCF) –
APPROVAL TO SUBMIT REQUEST AND ACCEPT ALLOCATED FUNDS
Michelle Gordon, Chief Financial Officer, Budget and Finance; Susan Buchanan, Director, Grant Management
- 10:45 AM APPROVAL TO ENTER INTO SUB-GRANTEE CONTRACT WITH TRI-
COUNTY COUNCIL AND ACCEPT FUNDING AS AWARDED
Rachel Souders, Senior Grant Manager, Grant Management; Linda Spence, Business Specialist, Business Development
- 10:55 AM FY24 RURAL LEGACY PROGRAM GRANT – APPROVAL TO SUBMIT
APPLICATION AND ACCEPT AWARDED FUNDS
Chris Boggs, Rural Preservation Administrator, Planning and Zoning
- 11:05 AM KLINE CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP)
EASEMENT PROPOSAL
Chris Boggs, Rural Preservation Administrator, Planning and Zoning

- 11:10 AM PARKS AND RECREATION CAPITAL IMPROVEMENT BUDGET
ADJUSTMENTS AND PROGRAM OPEN SPACE FY23 PLAN REVISIONS
Andrew Eshleman, Director, Public Works
- 11:25 AM BID AWARD (PUR-1586) - ROOF REPLACEMENT AND METAL SIDING
INSTALLATION
Rick Curry, Director, Purchasing; Andrew Eshleman, Director, Public Works
- CONTRACT AWARD (PUR-1575) – BLACK ROCK CLUB HOUSE HVAC AND
INTERIOR RENOVATIONS
Rick Curry, Director, Purchasing; Andrew Eshleman, Director, Public Works
- 11:30 AM CONTRACT AWARD (PUR-1576) – BLACK ROCK CLUBHOUSE ROOF
REPLACEMENT
Brandi Naugle, Buyer, Purchasing; Andrew Eshleman, Director, Public Works
- CONTRACT AWARD (PUR-1587) 9-1-1 CALL CENTER HVAC REPLACEMENT
Brandi Naugle, Buyer, Purchasing; Andrew Eshleman, Director, Public Works
- 11:35 AM AIRPORT DIRECTOR INTRODUCTION AND UPDATES
*Andrew Eshleman, Director, Public Works; Neil Doran, Director, Hagerstown
Regional Airport*
- 11:50 AM FY22 AIRPORT IMPROVEMENT PROGRAM SUPPLEMENTAL
DISCRETIONARY GRANT – APPROVAL TO SUBMIT GRANT APPLICATION
AND ACCEPT AWARDED FUNDING
*Neil Doran, Director, Hagerstown Regional Airport; Nicole Phillips, Grant Manager,
Grant Management*
- 11:55 AM DISCUSSION OF CITY OF HAGERSTOWN WATER DISTRIBUTION POLICIES
RELATED TO THE MEDIUM GROWTH AREA BOUNDARY
Jill Baker, Director, Planning and Zoning
- 12:15 PM AGRICULTURE – FACES OF FARMING PRESENTATION
Leslie Hart, Business Development Specialist, Business Development
- 12:20 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; To consult with counsel to obtain legal
advice on a legal matter; To conduct or discuss an investigative proceeding on actual or possible
criminal conduct; and To discuss cybersecurity, if the public body determines that public discussion
would constitute a risk to: (i) security assessments or deployments relating to information resources
technology; (ii) network security information; or (iii) deployments or implementation of security
personnel, critical infrastructure, or security devices.)*

1:10 PM RECONVENE IN OPEN SESSION

ADJOURNMENT



Agenda Report Form

Open Session Item

SUBJECT: Maryland General Assembly 2023 Regular Session Preview

PRESENTATION DATE: January 10, 2023

PRESENTATION BY: Bruce C. Bereano, Lobbyist, Washington County

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: Overview of anticipated General Assembly activities

DISCUSSION: Bruce C. Bereano will present an overview of what he expects to be issues of legislative interest during the 2023 Regular Session of the General Assembly. He will also highlight any anticipated issues that may have particular impacts on local governments or Washington County.

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ATTACHMENTS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Proposed Meritus School of Osteopathic Medicine

PRESENTATION DATE: January 24, 2023

PRESENTATION BY: Maulik Joshi, DrPH, President and CEO, Meritus Health

RECOMMENDED MOTION: Recommend approval of funding request.

REPORT-IN-BRIEF: Meritus Health is investing \$146 million from its reserves to launch Meritus Medical School in the Fall of 2025. Maryland and our region has a significant physician shortage and the lack of physicians dramatically impacts access to needed care, community health and the economy of our county. Nationally, it is projected there will be a physician shortage of 124,000 by 2034 and in Washington County we are short more than 50 physicians today. By having a medical school in our community, we will directly impact the health, education and economy of our community for years to come. An independent feasibility study shows an impact of over \$250 million in the next three years and \$100 million a year thereafter. The independent study noted job creations of almost 1,600 through the three year construction phase and 100 faculty and staff to support the ongoing operation of the school.

Meritus is requesting funding from the county to support scholarships for local students and for operational support to offset the significant losses.

DISCUSSION:

FISCAL IMPACT: \$1 million a year for 20 years for operational support and \$1 million a year for scholarships for local students

CONCURRENCES:

ATTACHMENTS: Slide deck.

THE PROPOSED **MERITUS SCHOOL OF OSTEOPATHIC MEDICINE**



MISSION

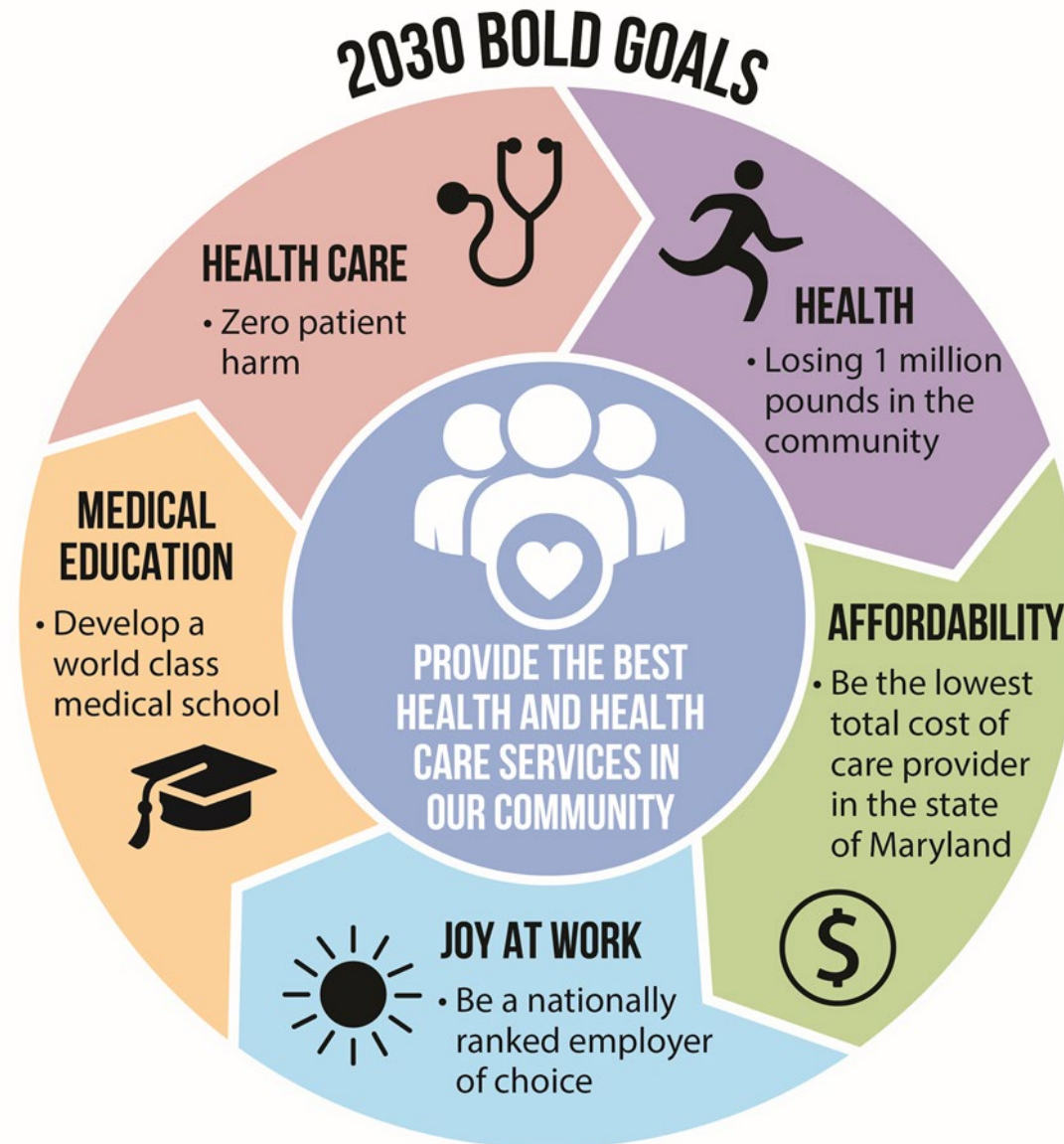
Prepare future generations of physicians who are professionally accomplished, socially responsible and community oriented.

VISION

To be a leader in community-based medical education.



2030 Bold Goals



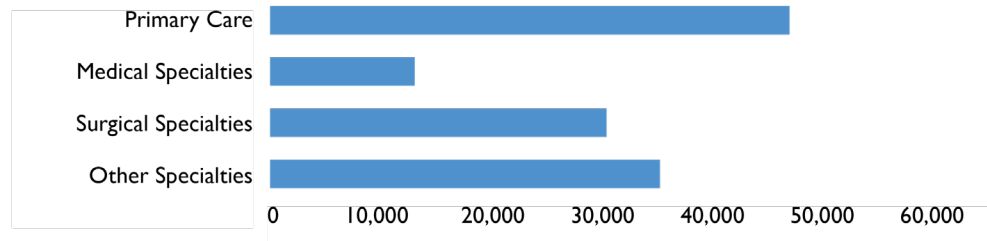
HELP WANTED

A GROWING PROBLEM – THE SUPPLY AND DEMAND FOR PHYSICIANS



124,000 PROJECTED PHYSICIAN SHORTAGE BY 2034

PROJECTED PHYSICIAN SHORTAGE BY 2034 BY PRACTICE TYPE



52 Locally, we currently have a shortage of 52 physicians.

1 in 3 60+



Over 1 in 3 Maryland Physicians is over the age of 60

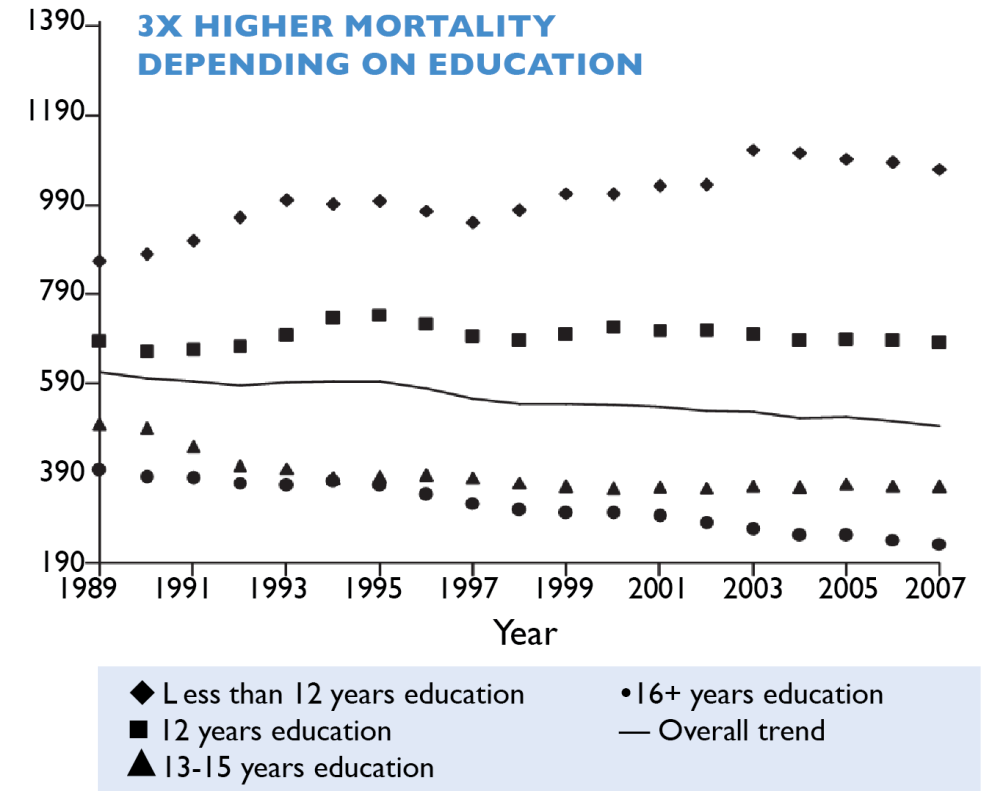
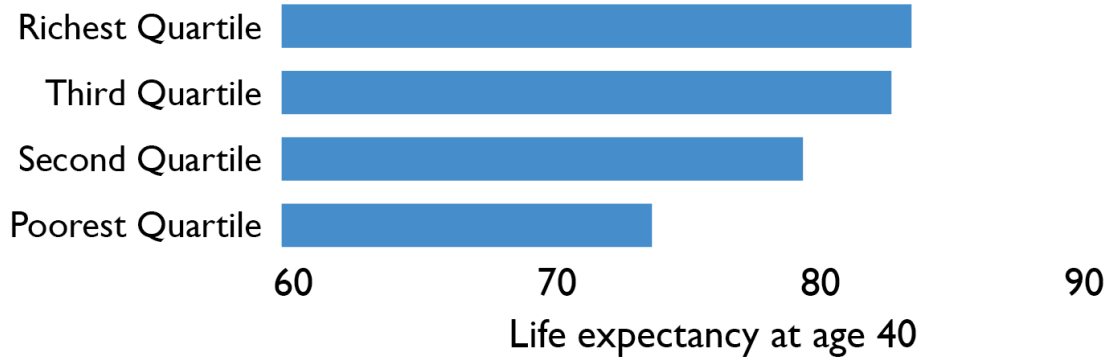
WHY A NEW MEDICAL SCHOOL?

IT HELPS US POSITIVELY IMPACT THE HEALTH OF OUR COMMUNITY!



To truly meet our mission of improving the health status of the region, we must improve the economic and educational opportunity in the region.

11 EXTRA YEARS OF LIFE FOR WASHINGTON COUNTY RESIDENTS IN THE TOP INCOME QUARTILE



ECONOMIC IMPACT

OF THE PROPOSED MERITUS SCHOOL OF OSTEOPATHIC MEDICINE

CAPITAL IMPACTS (2023–2026)

\$268 MILLION • **JOB CREATION: 1,595**
• **TAX REVENUES: \$6.2M**

IN A NUTSHELL

\$268M
from building the school and student housing between now and 2026

IMPACTS OF OPERATING THE MEDICAL SCHOOL

	2025	2029	2032
Direct impact of the college	\$36.6 Million	\$45.7 Million	\$51.4 Million
Impact of student spending	\$8 Million	\$67.8 Million	\$70.1 Million
Impact of visitor spending	\$1.4 Million	\$6.7 Million	\$6.9 Million
Total	\$46 Million	\$120 Million	\$128.4 Million
Job Creation	228	622	626
State and Local Taxes	\$1.4 Million	\$4.7 Million	\$5 Million

Over \$500M
from running the school between 2025 and 2030

Over \$120M
per year to our state GDP every year beyond 2030

Economic impact study performed by Tripp Umbach.
Impacts reflect additional economic activity in the state of Maryland.

Proposed Meritus Medical School

- The first Medical School class in the Fall of 2025
- Building an Academic Building – 200,000 square feet on the medical campus
- Building student housing adjacent to the medical campus
- Hiring 100 staff and faculty
- \$146+ million investment from Meritus Health



CONCEPTUAL LOBBY RENDERING



CONCEPTUAL CONFERENCE CENTER RENDERING

Washington County Funding Request

Meritus Health Investment

Operating loss until breakeven in 2029 = \$54 million

Cost of the academic building = \$92 million

* Separate Reserve until 2029 = \$50 million

\$146+ million investment from Meritus Health



Washington County Funding Request

We Respectfully Request

- **\$1 million a year from 2023 until 2043 for operational support**
- **\$1 million a year for scholarships for individuals from Washington County**
 - For admitted students who are from Washington County and commit to practicing for 5 years in Washington County after residency (including rural outside of Hagerstown)
 - This would be about 4 medical students a year with full tuition covered (Tuition to be \$55,000 a year plus 2% increase a year)
 - \$250k for 2025; \$500k for 2026; \$750k for 2027; \$1 million a year from 2028 and going forward; plus 2% increase yearly to cover tuition increase



Open Session Item

SUBJECT: Division of Budget & Finance Restructuring

PRESENTATION DATE: January 24, 2023

PRESENTATION BY: Michelle Gordon, CFO

RECOMMENDED MOTION: Request approval of the 3 items listed below beginning on the effective date of January 23, 2023.

REPORT-IN-BRIEF: Restructuring is needed in order to correct and maintain departmental salary equity and grade balance for positions in the B&F hierarchy, and to bring B&F positions in line with similar positions in other departments. I ask that you approve 1 (one) grade level increase and an increase of 2 (two) steps for the Payroll Manager (new grade 14, new step 7); and 1 (one) grade level increase for each of the following, existing positions: Accounts Payable Supervisor (new grade 11, new step 2), Accounts Receivable Supervisor (new grade 11, new step 16), Accountant (new grade 14, new step 2), and Deputy Director B&F (new grade 17, new step 4). To ensure that our Senior Accountant's salary is equitable within the department due to the proposed changes, I recommend that employee receive a step increase (new step 4) and that this position remain as a grade 15.

DISCUSSION: The adjustments will ensure that B&F positions completing similar and higher skill level accounting functions are graded similar to other positions in the County. Additionally, salaries for accounting positions in surrounding areas have starting salaries that are considerably higher than that of the County.

Item 1-Upgrade Payroll Manager Position: I am asking for the existing Payroll Manager to be upgraded from a grade 13, step 5 to a grade 14 step 7. The starting salary for this position in Frederick County is \$74,931. An increase of 1 (one) grade for this position will bring our starting salary from \$57,678 to \$62,296.

Item 2-Upgrade Accounts Receivable and Accounts Payable Technicians: The Division of Budget and Finance currently has 2 (two) Accounts Receivable Specialists, and 2 (two) Accounts Payable Technicians that are a grade 8. I ask that these positions be upgraded by 1 (one) grade so that they will at least be at the same grade as similar positions in the County.

Item 3- B&F Hierarchy: B&F Accounts Payable and Accounts Receivable Supervisor positions currently are a grade 10 and require an Associate's degree, three years of related experience and three years of supervisory experience. Similar supervisory positions at the County are grade 11.

For comparison purposes, the starting salary for an Accountant position at the City of Frederick is \$63,556; and at Frederick County is \$65,448. The starting salary for a Senior Accountant in

Franklin County, PA is \$49,712. The starting of the Chief Deputy Treasurer in Franklin County, PA which requires a bachelor's degree is \$45,011. An increase of 1 (one) grade for the Accountant will bring our starting salary from \$57,678 to \$62,296.

To maintain departmental equity and grade balance for positions in the B&F hierarchy that require higher educational degrees and higher skill levels, and to bring B&F positions in line with other positions within the County, I ask that you approve 1 (one) grade level increase for each of the following, existing positions: Accounts Payable Supervisor (new grade 11), Accounts Receivable Supervisor (new grade 11), Accountant (new grade 14), and Deputy Director B&F (new grade 17). To maintain departmental equity and to ensure that our Senior Accountant's salary is in line with the proposed changes, I ask that you approve a 1 (one) step increase for that employee and that this position remain as a grade 15.

FISCAL IMPACT:

There is no impact on the FY23 budget as the cost is offset by vacancy savings of \$75k realized from the CFO position that was not filled until 10/31/2022.

Description	FY23	FY24
Item 1: Upgrade Payroll Manager	5,722	11,846
Item 2: AR & AP Tech's		
Upgrade 2 AP Tech & AP Sup	5,601	11,594
Upgrade 2 AR Spec & AR Sup	6,575	13,611
Item 3: B&F Hierarchy		
Upgrade Accountant	3,166	6,554
Step for Sr Accountant	1,187	2,457
Upgrade Deputy Dir B&F	2,831	5,860
Totals	25,082	51,922
CFO Vacancy Savings	(75,000)	
Net Cost (Savings)	(49,918)	51,922

CONCURRENCES: John Martirano, County Administrator

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Open Session Item

SUBJECT: Local Assistance and Tribal Consistency Fund (LATCF) – Approval to Submit Request and Accept Allocated Funds

PRESENTATION DATE: January 24, 2023

PRESENTATION BY: Michelle Gordon, Chief Financial Officer, and Susan Buchanan, Director, Office of Grant Management

RECOMMENDED MOTION: Move to approve the submittal of a request to the U.S. Treasury for Washington County's allocation of the Local Assistance and Tribal Consistency Fund (LATCF) and accept allocated funding.

REPORT-IN-BRIEF: The Local Assistance and Tribal Consistency Fund (LATCF) provides \$1.5 billion to eligible revenue sharing counties under the American Rescue Plan (ARPA). Washington County is an eligible revenue sharing county and has been allocated \$100,000 to be distributed in two tranches of \$50,000.

DISCUSSION: The Office of Grant Management is seeking approval to submit a request to the U.S. Department of Treasury for Washington County's allocation from the Local Assistance and Tribal Consistency Fund. The LATCF provides \$1.5 billion to eligible revenue sharing counties under the American Rescue Plan (ARPA). Washington County is an eligible revenue sharing county and has been allocated \$100,000 to be distributed in two tranches of \$50,000.

ARPA states that LATCF funds can be used for any governmental purpose other than lobbying activities. Once the funds are received, the Board will be provided with suggestions on potential uses for the LATCF funds.

FISCAL IMPACT: The program will provide the County \$100,000, provided in two \$50,000 tranches.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Approval to Enter into Sub-Grantee Contract with Tri-County Council and Accept Funding as Awarded

PRESENTATION DATE: January 24, 2023

PRESENTATION BY: Rachel Souders, Senior Grant Manager, Office of Grant Management, and Linda Spence, Business Specialist, Department of Business Development

RECOMMENDED MOTION: Move to approve entering into a sub-grantee contract with the Tri-County Council for Western Maryland and accept funding as awarded.

REPORT-IN-BRIEF: The Department of Business Development is seeking approval to enter into a sub-grantee contract with the Tri-County Council of Western Maryland to provide data collection services for an amount not to exceed \$30,000.

DISCUSSION: The Tri-County Council (TCC) for Western Maryland has been awarded \$400,000 in CARES funding from the U.S. Economic Development Administration. The TCC will sub-grant up to \$30,000 for the completion of three specific tasks: strategic planning, business and community support, and outreach and district development.

The Department of Business Development will perform the tasks outlined in the sub-grantee contract. No matching funds are required from the County.

The Office of Grant Management has reviewed the request and determined there are no unusual conditions or requirements associated with the grant.

FISCAL IMPACT: Grant funds would provide up to \$30,000 for the services specified. There will be no recurring operational expenses.

CONCURRENCES: Susan Buchanan, Director, Office of Grant Management

ALTERNATIVES: Deny approval to enter into agreement and accept funding.

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: FY24 Rural Legacy Program Grant – Approval to Submit Application and Accept Awarded Funds

PRESENTATION DATE: January 10, 2023

PRESENTATION BY: Chris Boggs, Rural Preservation Administrator, Dept. of Planning & Zoning

RECOMMENDED MOTION: Move to approve the submission of the grant application for the fiscal year 2024 Rural Legacy Program, in the amount of \$5,095,000 and to accept awarded funding.

REPORT-IN-BRIEF: Each year the Department of Planning and Zoning submits a funding request to the Maryland Department of Natural Resources for the purchase of easements in the County's Rural Legacy Area. Rural Legacy properties are lands of significant agricultural, historic, environmental, public and cultural value inside of the designated Rural Legacy Area, which is concentrated around the Antietam Battlefield. Past Rural Legacy grants have significantly contributed to the progress Washington County has made toward the stated goal of 50,000 permanently preserved acres of land. To date, the County has preserved over 8,700 acres of land through the Rural Legacy Program.

DISCUSSION: The Office of Community Grant Management has reviewed the grant application and funding guidelines. There are no unusual conditions or requirements attached to the acceptance of the grant.

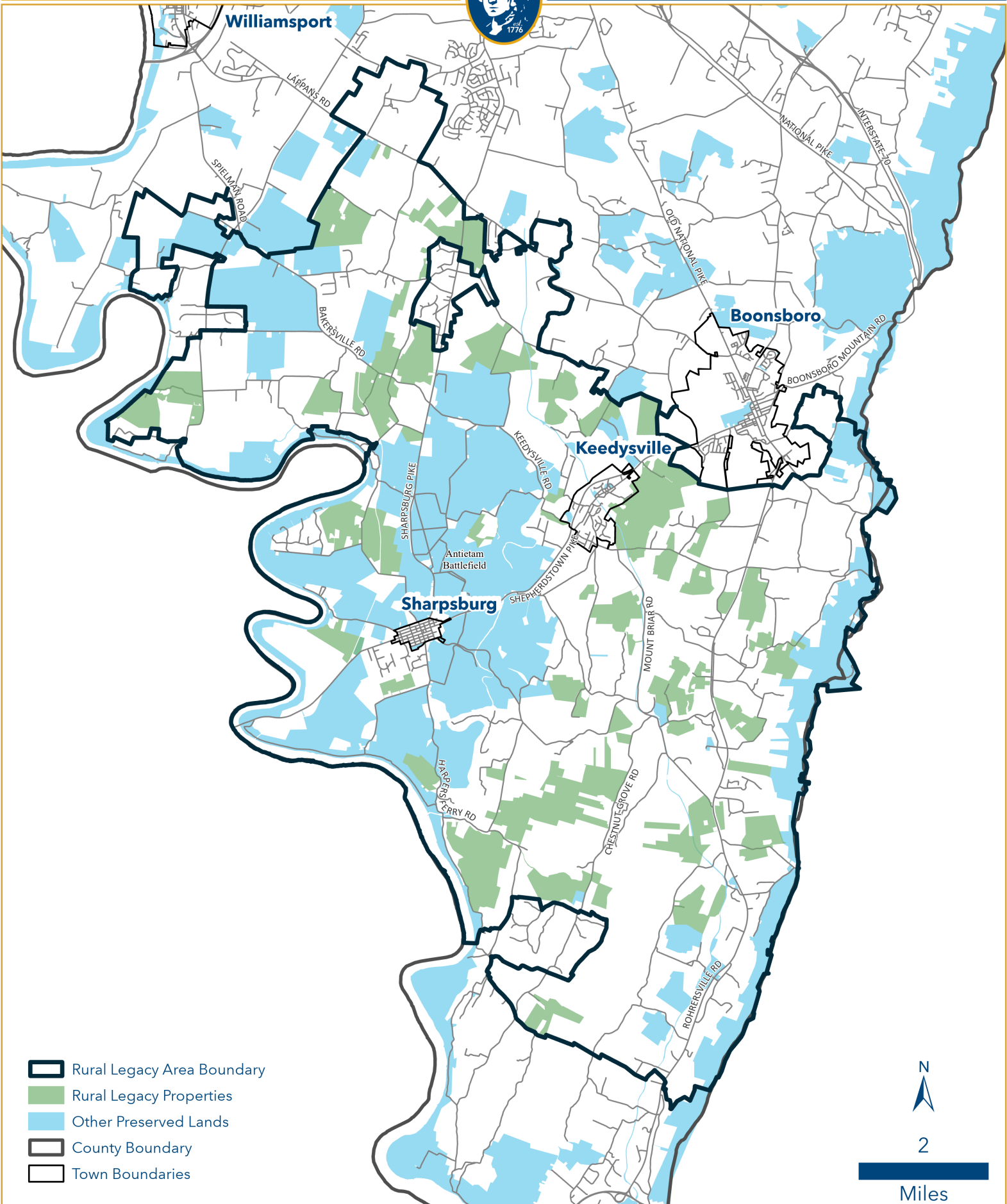
FISCAL IMPACT: There are recurring department operating expenses for the inspections of the easement properties by staff. Time required for inspections are 8 hours per year or \$240.00 per year and the cost is covered by the Department of Planning and Zoning.

CONCURRENCES: N/A

ALTERNATIVES: Deny approval for the submission of this request

ATTACHMENTS: Rural Legacy Area Map

AUDIO/VISUAL NEEDS: N/A





Agenda Report Form

Open Session Item

SUBJECT: Kline Conservation Reserve Enhancement Program (CREP) Easement proposal

PRESENTATION DATE: January 24, 2023

PRESENTATION BY: Chris Boggs, Rural Preservation Administrator, Dept. of Planning & Zoning

RECOMMENDED MOTION: Move to approve the Lynne A. Kline CREP easement project, paid for 100% by the State, in the amount of \$34,660.80 for 10.66 easement acres, to adopt an ordinance approving the purchase of the easement, and to authorize the execution of the necessary documentation to finalize the easement purchase.

REPORT-IN-BRIEF: The Kline property is located at 16034 Dellinger Road, Williamsport, and will protect 3.75 acres of woodland and 5.5 acres of stream buffer. This easement will serve to buffer roughly 1,800 linear feet of Downey Branch.

Washington County has been funded to purchase CREP easements on over 1,800 acres of land since 2010. The Kline easement will serve to both protect Maryland waterways, as well as preserve the agricultural, historic, cultural and natural characteristics of the land.

DISCUSSION: For FY 2023, the State of Maryland is awarding CREP grants to eligible properties on a project by project basis. Following County approval, the application will be submitted for State funding approval.

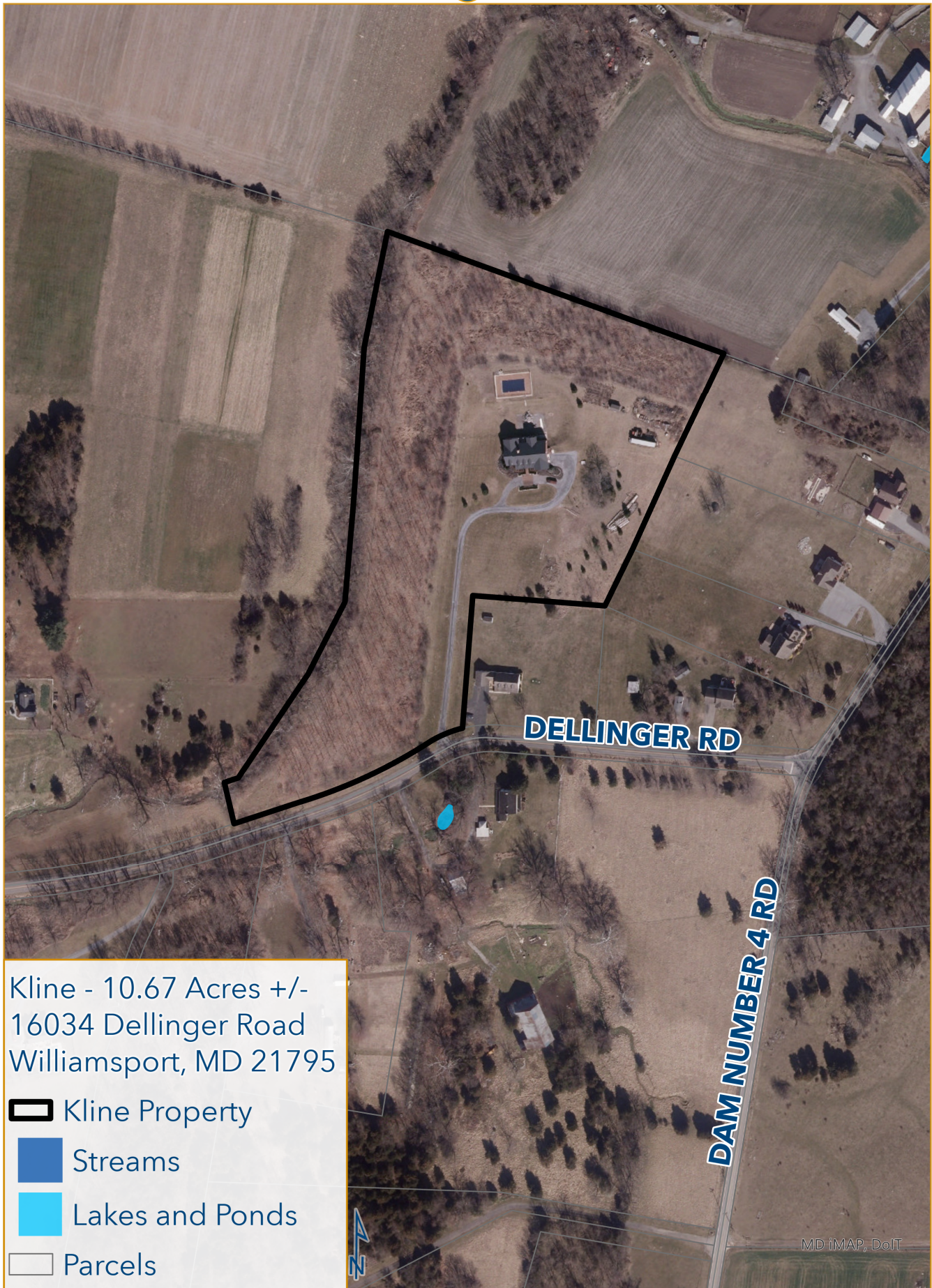
FISCAL IMPACT: CREP funds are 100% State dollars. In addition to the easement funds, the County receives up to 3% of the easement value for administrative costs, a mandatory 1.5% for compliance costs and funds to cover all legal costs and surveys.

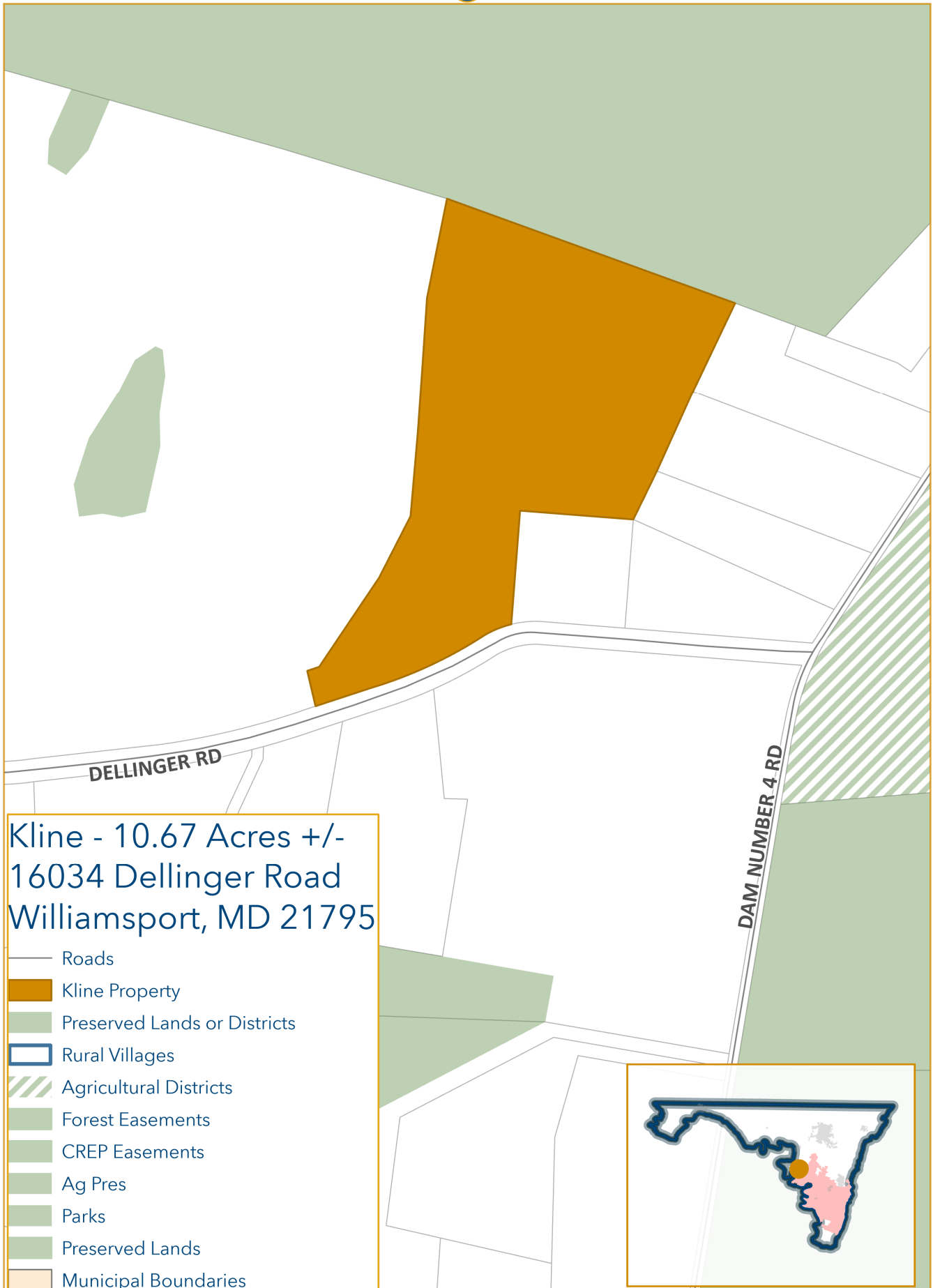
CONCURRENCES: DNR staff approves and supports our program. A final money allocation will be approved by the State Board of Public Works.

ALTERNATIVES: If Washington County rejects these State funds for CREP, the funds will be allocated to other counties in Maryland.

ATTACHMENTS: Location Map, Detail Map, Ordinance

AUDIO/VISUAL NEEDS: Aerial Map





ORDINANCE NO. ORD-2023-

**AN ORDINANCE TO APPROVE THE PURCHASE OF A CONSERVATION
EASEMENT UNDER THE MARYLAND CONSERVATION RESERVE
ENHANCEMENT PROGRAM (CREP)**

(Re: Kline CREP Easement)

RECITALS

1. The Maryland Conservation Reserve Enhancement Program ("CREP") is a federal-State natural resources conservation program that addresses state and nationally significant agricultural related environmental concerns related to agriculture.

2. CREP provides financial incentives to program participants to voluntarily remove cropland and marginal pastureland from agricultural production in order to improve, protect, and enhance water quality in the Chesapeake Bay watershed and replacing it with the best management practices including establishment of riparian buffers, grass plantings, forbs, shrubs and trees, stabilization of highly erodible soils, habitat restoration for plant and animal species, and restoration of wetlands.

3. Protection is provided through the acquisition of easements and fee estates from willing landowners currently holding a fifteen (15) year CREP contract and the supporting activities of CREP Sponsors and local governments.

4. For FY2023, the State of Maryland ("State") is awarding CREP grants to eligible Counties (the "CREP Funds").

5. Lynne A. Kline (the "Property Owner") is the owner of real property consisting of 10.66 acres, more or less, (the "Property") in Washington County, Maryland. The Property is more particularly described on Exhibit A attached hereto.

6. The County has agreed to pay the approximate sum of THIRTY-FOUR THOUSAND SIX HUNDRED SIXTY DOLLARS AND EIGHTY CENTS (\$34,660.80), which is a portion of the CREP, to the Property Owner for a Deed of Conservation Easement on the Property (the "Kline CREP Easement").

THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland that the purchase of the Kline CREP Easement is approved and that the President of the Board and the Deputy County Attorney be and are hereby authorized and directed to execute and attest, respectively, all such documents for and on behalf of the County relating to the purchase of the Kline CREP Easement.

ADOPTED this 24th day of January, 2023.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Kendall A. Desaulniers
Deputy County Attorney

BY: _____
John F. Barr, President

Approved as to legal sufficiency:

Kendall A. Desaulniers
Deputy County Attorney

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

EXHIBIT A--DESCRIPTION OF EASEMENT AREA

TOTAL CREP CONTRACT Area	5.50 Acres+/-
ADDITIONAL EASEMENT AREAS TOTAL ADDITIONAL EASEMENT AREA	1.38 Acres+/-
TOTAL CREP MATCH AREA	+3.78 Acres+/-
TOTAL CREP CONTRACT AREA	+5.50 Acres+/-
TOTAL EASEMENT AREA	10.66 Acres+/-

BEING part of the same property which was conveyed from Drew A. Kline and Lynne A. Kline to Lynne A. Kline by Deed dated August 2, 2021, and recorded in Liber/Book 6719, Folio/Page 422 among the Land Records of Washington County, Maryland; and being all of the easement areas identified on the Plat entitled "CREP EASEMENT PLAT ACROSS THE LANDS OF LYNNE A. KLINE" recorded in Miscellaneous Plat Folio 957 among the Plat Records of Washington County, Maryland.



Agenda Report Form

Open Session Item

SUBJECT: Parks and Recreation Capital Improvement Budget Adjustments and Program Open Space FY23 Plan Revisions

PRESENTATION DATE: January 24, 2023

PRESENTATION BY: Andrew Eshleman, Director of Public Works

RECOMMENDED MOTION: A motion to approve a budget adjustment in the amount of +\$876,600 for state Local Parks and Playground Infrastructure funds received in FY23, and to approve revisions to the FY23 Program Open Space Annual Program.

REPORT-IN-BRIEF: On June 14, 2022 the Commissioners approved a project funding schedule for \$1.5 million in State Local Parks and Playground Infrastructure (LPPI) funds that included \$876,600 for County projects and a \$1,746,741 Program Open Space (POS) Annual Program. Authorization to encumber the funds for the LPPI County projects and to make revisions to the POS program is requested.

DISCUSSION: LPPI funds are considered a non-reoccurring funding source and since the award came after the approval of the County's FY23 Budget, a budget adjustment is required to add that funding to the Capital Improvement Plan Budget and appropriate accounts.

The Town of Smithsburg had a change in their parks and recreation priorities. They no longer wish to pursue the construction of a second exit in Veterans Park. They desire to apply previous FY20 Program Open Space (POS) grant funds for that project in the amount of \$106,947 towards replacing existing playground equipment to create new inclusive playgrounds at Veterans Park and Lions Park. The playground project is estimated to cost \$584,000. The Veterans Park location is eligible for \$166,600 in FY23 LPPI funds and the Town has applied for FY23 Community Parks and Playground (CPP) Funds from the state.

The Town wishes to allocate \$22,500 in FY23 Program Open Space funds for Lions Park Basketball Court resurfacing to the Veterans Park Basketball Courts. The Lions Park courts previously used state CPP funds and are not yet eligible to use POS funds. Both projects are anticipated to require additional funds, and therefore, the Town is proposing to allocate funds programed to Lions Park towards the courts at Veterans Park.

Clubhouse renovations at Black Rock will require additional funds to correct initial building design flaws beyond what was originally anticipated, cover recent construction cost inflation and accommodate future food service delivery model and revenue opportunities. One hundred and fifty-five thousand dollars in Program Open Space funds are proposed to be made available for the Black Rock Renovation Project from the estimated POS unencumbered balance of \$786,551.

The Program Open Space program revisions were shared and received concurrence from the Recreation and Parks Board on December 15, 2022.

FISCAL IMPACT: +\$876,600 LPPI; +\$155,000 POS

CONCURRENCES: CFO

ALTERNATIVES: N/A

ATTACHMENTS: FY23 Revised POS Program Schedule & Budget Adjustment Form

AUDIO/VISUAL NEEDS: None

WASHINGTON COUNTY
FY 2023 POS PROGRAM SCHEDULE
REVISION #1 1-24-23

SPONSOR	PROJECT	PROJECT ACRES			TOTAL PROJECT COST	LOCAL SHARE POS FUNDS	LOCAL POS SHARE %	POS ACQUISITION FUNDS	POS DEV FUNDS	OTHER FUNDS/GRANTS	NOTES
		Existing	Ultimate	Project							
BOONSBORO	Shafer Park - Masonry Repair & Renovation	50.76	50.76	1	\$ 225,000.00	\$ 22,500.00	10.0%	\$ -	\$ 202,500.00		
					\$ 225,000.00	\$ 22,500.00		\$ -	\$ 202,500.00		
FUNKSTOWN	Poplar Street Park Development	2.34	2.34	2.34	\$ 225,000.00	\$ 22,500.00	10.0%	\$ -	\$ 202,500.00		
					\$ 225,000.00	\$ 22,500.00		\$ -	\$ 202,500.00		
HAGERSTOWN	Fairgrounds Park (North) Play Equipment	71	71	0.5	\$ 120,000.00	\$ 12,000.00	10.0%	\$ -	\$ 108,000.00		
	City Park, Fairgrounds Park, & Pangborn Park - Play Equipment and Amenities	140	140	0.5	\$ 55,000.00	\$ 5,500.00	10.0%	\$ -	\$ 49,500.00		
					\$ 175,000.00	\$ 17,500.00		\$ -	\$ 157,500.00		
HCC	ARCC Bleacher and Curtain Divider Replacement	310	310	0.15	\$ 281,650.00	\$ 131,650.00	46.7%	\$ -	\$ 150,000.00		
					\$ 281,650.00	\$ 131,650.00		\$ -	\$ 150,000.00		
KEEDYSVILLE	Taylor Park Gazebo	4.1	4.1	0.1	\$ 27,060.00	\$ 2,706.00	10.0%	\$ -	\$ 24,354.00		
					\$ 27,060.00	\$ 2,706.00		\$ -	\$ 24,354.00		
SHARPSBURG	Sharpsburg Park Play Equipment	6.2	6.2	1	\$ 72,000.00	\$ 7,200.00	10.0%	\$ -	\$ 64,800.00		
					\$ 72,000.00	\$ 7,200.00		\$ -	\$ 64,800.00		
SMITHSBURG	Lions Park Basketball Courts	13.4	13.4	0.1	\$ 25,000.00	\$ 2,500.00	10.0%		\$ 22,500.00		Apply \$22,500 in Lions Park Basketball Court funds to Veterans Park Basketball Court project. Lions Park not eligible due to 20 year maintenance period using CPP money. Revert FY20 Veterans Park Grading and Access Road funds to Veterans and Lions Park Inclusive Playground. \$166,600 in LPPI funds for Veterans Park Inclusive Playground. Town applying for CPP funds.
	Veterans Park Basketball Courts (\$22,500 in funds added to Veterans)	28	28	0.1	\$ 50,000.00	\$ 5,000.00	10.0%		\$ 45,000.00		
	Veterans Park and Lyons Park Inclusive Playground (Revert FY20 7229-21-404 Veterans Park Grading and Access Road Funds in amount of \$106,947)	51.4	51.4	0.2	\$ 584,000.00	\$ 310,453.00	53.2%		\$ 106,947.00	\$ 166,600.00	
					\$ 75,000.00	\$ 7,500.00		\$ -	\$ 151,947.00		
WASHINGTON COUNTY	Ag Center Horse Ring and Event Space	82	82	17	\$ 219,000.00	\$ 55,000.00	25.1%		\$ 164,000.00		Apply \$23,627.21 in closed out project funds + unencumbered balance funds totaling \$155,000 towards the Black Rock Golf Course Clubhouse Renovations.
	Black Rock Golf Course Clubhouse Renovations (\$155,000 funds added to FY22 POS project)	240	240	0.3	\$ 450,000.00	\$ 228,000.00	50.7%		\$ 155,000.00	\$ 67,000.00	
	Doub's Woods Playground Equipment	32.4	32.4	0.5	\$ 160,000.00	\$ 25,000.00	15.6%		\$ 135,000.00		
	Regional Park - Multisport Court	32.9	32.9	0.35	\$ 150,000.00	\$ 13,000.00	10.3%		\$ 113,000.00		
	Marty Snook & Regional Park Field Improvements	138	138	4	\$ 125,000.00	\$ 12,500.00	10.0%		\$ 112,500.00		
	Doub's Wood Acquisition	32.4	35.21	2.81	\$ 435,000.00	\$ -	0.0%	\$ 435,000.00	\$ 679,500.00		
					\$ 1,539,000.00	\$ 333,500.00		\$ 435,000.00	\$ 679,500.00		
WCPS	Smithsburg Elementary School - Play Equip & Trail Connection	10.9	10.9	0.75	\$ 70,000.00	\$ 7,000.00	10.0%	\$ -	\$ 63,000.00		
					\$ 70,000.00	\$ 7,000.00		\$ -	\$ 63,000.00		
WILLIAMSPORT	Byron Memorial Park Acquisition - Springfield Mansion	27.6	35.5	7.9	\$ 1,105,000.00	\$ -	0.0%	\$ 300,000.00	\$ -		
					\$ 1,105,000.00	\$ -		\$ 300,000.00	\$ -		
TOTAL					\$ 2,689,710.00	\$ 552,056.00		\$ 735,000.00	\$ 1,696,101.00		



Washington County, Maryland Budget Adjustment Form

Print Form

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

Transaction/Post -Finance	
Deputy Director - Finance	Kelcee Mace <small>Digitally signed by Kelcee Mace Date: 2023.01.03 14:00:51 -05'00'</small>
Preparer, if applicable	

Department Head Authorization	
Division Director / Elected Official Authorization	Andrew Eshleman <small>Digitally signed by Andrew Eshleman Date: 2023.01.11 14:54:38 -05'00'</small>
Budget & Finance Director Approval	
County Administrator Approval	
County Commissioners Approval	

Required approval with date	
If applicable with date	
Required approval with date	
Required approval with date	
Required > \$ 25,000 with date	

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
498410	30	11900	REC037		0000	Capital Grant - State	378,600
599999	30	11900	REC037		EQPT	Park Equipment/Surfacing Replacement	378,600
498410	30	11900	REC053		0000	Capital Grant - State	183,000
599999	30	11900	REC053		CNST	Roof Replacements at Various Locations - Parks	183,000
498410	30	11900	REC046		0000	Capital Grant - State	315,000
599999	30	11900	REC046		CNST	County Parks Bathroom/Drinking Fountain Upgrade	315,000

Explain Budget Adjustment	Budget adjustment to add LPPI funding to approved projects.
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Required Action by County Commissioners	<input type="radio"/> No Approval Required	<input checked="" type="radio"/> Approval Required	Approval Date if Known	
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Agenda Report Form

Open Session Item

SUBJECT: Bid Award (PUR-1586) - Roof Replacement and Metal Siding Installation

PRESENTATION DATE: January 24, 2023

PRESENTATION BY: Rick Curry, CPPO, Director, Purchasing Department;
Andrew Eshleman, P.E., Director, Public Works

RECOMMENDED MOTION: Move to award the contract for the Roof Replacement and Metal Siding Installation at the various parks as listed in the bid document to the responsive, responsible, bidder Reese's Home Improvement, Inc. of Boonsboro, MD who submitted the lowest Base Bid (Option A through Option E) and Add Alternates (Option F through Option H) for the total lump sum amount of \$180,814.52 and contingent of final approval of the *Agreement* by the County Attorney's Office.

REPORT-IN-BRIEF: On November 29, 2022, the County accepted bids for the roof replacement and metal siding project. The Invitation to Bid (ITB) was advertised locally in the newspaper and on the County's web site, as well as on the State of MD Emma "eMaryland Marketplace Advantage" web site. Eleven (11) vendors were represented at the Pre-Bid Conference/Teleconference. The project is to be substantially completed within forty-five (45) consecutive calendar days of the Notice to Proceed. Twenty (20) persons/companies registered/downloaded the bid document on-line. There are liquidated damages that will apply at the rate of two hundred-fifty (\$250) dollars per consecutive calendar day the Contractor fails to complete the work as specified.

DISCUSSION: The project consists of removing and disposal of existing shingle roofing down to sub-roof. Supply and replace any decking that is damaged or in poor condition. Supply and install new vapor barrier. Supply and install new 2" x 4" wood strips over vapor barrier on rooves that don't have existing tongue and groove sub-roof. Prepare restroom buildings gable ends and windows for installation of 28-gauge Weather XL ABM panels. There are five (5) parks (Devil's Backbone, Doub's Wood, Marty Snook, Pen Mar, and Pleasant Valley) where the work is to be done.

FISCAL IMPACT: Funds in the amount of \$183,000 are budgeted in Capital Improvement Plan (CIP) account 30-11900-REC053.

CONCURRENCES: Deputy Director

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A

PUR-1586
Roof Replacement and Metal Siding Installation

1

		Bloomes Contracting, Inc. Lanham, MD	Colossal Contractors, Inc. Burtonsville, MD
BASE BID: To furnish, materials, equipment, and services necessary to properly complete the procurement required under the BASE BID price (Items within Option A thru Option E), and also Alternate(s) (Option F thru Option H) in descending priority as shown on the bid form that the Owner may wish to award based on the unit prices set forth in the Form of Proposal for " ROOF REPLACEMENT AND METAL SIDING INSTALLATION " at various County Parks.			
Option	Description	Total Price	Total Price
A	Total Sum: Devil's Backbone Park - Bathroom Structure, Guard Shack, & Pavilion	\$17,737.00	\$66,084.00
B	Total Sum: Doubs Woods Park - North Pavilion / Bathroom Combo & South Pavilion / Bathroom Combo	\$37,893.00	\$101,912.00
C	Total Sum: Marty Snook Park - Guard Shack, Pavilion 1, Pavilion 2 / Bathroom Combo, Pavilion 3 / Bathroom Combo, & Pavilion 4 / Bathroom Combo	\$111,262.00	\$265,967.00
D	Total Sum: Pen Mar Park - Concession Building & Museum	\$17,737.00	\$64,033.00
E	Total Sum: Pleasant Valley Park - Pavilion / Bathroom Combo	\$12,725.00	\$72,887.00
Add Alternates: Prices stated below are for all Labor, Materials, Services, and Equipment necessary to properly complete the Add Alternate work as described in the bid document. The prices for Alternate bid items do not form a portion of the Base Bid. Washington County reserves the right to reject or accept any and all Alternates in descending priority as shown on the bid form that the Owner may wish to award.			
F	ADD ALTERNATE #1 - Marty Snook Park Jr. Football Concessions Building	\$13,706.00	\$50,154.00
G	ADD ALTERNATE #2 - Marty Snook Park Jr. Little League Press boxes 1, 2, & 3 and Bathroom	\$22,156.00	\$71,481.00
H	ADD ALTERNATE #3 - Marty Snook Park Softball Field Concessions Building	\$3,225.00	\$15,048.00

**Corrected calculations based on unit pricing*

PUR-1586
Roof Replacement and Metal Siding Installation

2

		Dynamic General Contracting, LLC Millersville, MD	E.A.R.N. Contractors, Inc. Gaithersburg, MD
BASE BID: To furnish, materials, equipment, and services necessary to properly complete the procurement required under the BASE BID price (Items within Option A thru Option E), and also Alternate(s) (Option F thru Option H) in descending priority as shown on the bid form that the Owner may wish to award based on the unit prices set forth in the Form of Proposal for " ROOF REPLACEMENT AND METAL SIDING INSTALLATION " at various County Parks.			
Option	Description	Total Price	Total Price
A	Total Sum: Devil's Backbone Park - Bathroom Structure, Guard Shack, & Pavilion	\$81,000.00	\$62,009.00
B	Total Sum: Doubs Woods Park - North Pavilion / Bathroom Combo & South Pavilion / Bathroom Combo	\$113,000.00	\$106,670.00
C	Total Sum: Marty Snook Park - Guard Shack, Pavilion 1, Pavilion 2 / Bathroom Combo, Pavilion 3 / Bathroom Combo, & Pavilion 4 / Bathroom Combo	\$178,000.00	\$277,351.00
D	Total Sum: Pen Mar Park - Concession Building & Museum	\$52,000.00	\$64,868.00
E	Total Sum: Pleasant Valley Park - Pavilion / Bathroom Combo	\$56,000.00	\$75,487.00
Add Alternates: Prices stated below are for all Labor, Materials, Services, and Equipment necessary to properly complete the Add Alternate work as described in the bid document. The prices for Alternate bid items do not form a portion of the Base Bid. Washington County reserves the right to reject or accept any and all Alternates in descending priority as shown on the bid form that the Owner may wish to award.			
F	ADD ALTERNATE #1 - Marty Snook Park Jr. Football Concessions Building	\$39,000.00	\$51,324.00
G	ADD ALTERNATE #2 - Marty Snook Park Jr. Little League Press boxes 1, 2, & 3 and Bathroom	\$70,000.00	\$66,679.00
H	ADD ALTERNATE #3 - Marty Snook Park Softball Field Concessions Building	\$20,000.00	\$23,034.00*

PUR-1586
Roof Replacement and Metal Siding Installation

3

		Reese's Home Improvement, Inc. Boonsboro, MD	Ruff Roofing and Sheet Metal, Inc. Baltimore, MD	Vertex Roofing Contractors, Inc. Manassas, VA
BASE BID: To furnish, materials, equipment, and services necessary to properly complete the procurement required under the BASE BID price (Items within Option A thru Option E), and also Alternate(s) (Option F thru Option H) in descending priority as shown on the bid form that the Owner may wish to award based on the unit prices set forth in the Form of Proposal for "ROOF REPLACEMENT AND METAL SIDING INSTALLATION" at various County Parks.				
Option	Description	Total Price	Total Price	Total Price
A	Total Sum: Devil's Backbone Park - Bathroom Structure, Guard Shack, & Pavilion	\$14,669.78	\$58,213.00	\$33,218.00
B	Total Sum: Doubs Woods Park - North Pavilion / Bathroom Combo & South Pavilion / Bathroom Combo	\$25,527.34	\$94,531.00	\$53,626.00
C	Total Sum: Marty Snook Park - Guard Shack, Pavilion 1, Pavilion 2 / Bathroom Combo, Pavilion 3 / Bathroom Combo, & Pavilion 4 / Bathroom Combo	\$56,810.32	\$187,705.00	\$137,960.00
D	Total Sum: Pen Mar Park - Concession Building & Museum	\$27,057.54	\$60,108.00	\$31,898.00
E	Total Sum: Pleasant Valley Park - Pavilion / Bathroom Combo	\$17,368.50	\$68,746.00	\$32,308.00
Add Alternates: Prices stated below are for all Labor, Materials, Services, and Equipment necessary to properly complete the Add Alternate work as described in the bid document. The prices for Alternate bid items do not form a portion of the Base Bid. Washington County reserves the right to reject or accept any and all Alternates in descending priority as shown on the bid form that the Owner may wish to award.				
F	ADD ALTERNATE #1 - Marty Snook Park Jr. Football Concessions Building	\$14,770.74	\$43,015.00	\$26,025.00
G	ADD ALTERNATE #2 - Marty Snook Park Jr. Little League Press boxes 1, 2, & 3 and Bathroom	\$21,696.24	\$55,906.00	\$35,363.00
H	ADD ALTERNATE #3 - Marty Snook Park Softball Field Concessions Building	\$2,914.06	\$15,216.00	\$5,733.00

Remarks / Exceptions:

Ruff Roofing - Any deteriorated sheathing will be replaced on a T&M basis. (\$90 / HR & materials).
 We have included 1 row of snowguards at all eaves



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1575) – Black Rock Club House HVAC and Interior Renovations

PRESENTATION DATE: January 24, 2023

PRESENTATION BY: Rick F. Curry, CPPO, Director, Purchasing Department; Andrew Eshleman, P.E., Director, Division of Public Works

RECOMMENDED MOTION: Move to award the contract for the Black Rock Club House and Interior Renovations project to the responsible, responsive bidder, Warner Construction, (A Division of R. W. Warner, Inc.) of Frederick, MD who submitted the lowest total sum bid in the amount of \$398,150 and contingent upon the County Attorney's approval of the contract *Agreement* and to approve a Budget Transfer Request of \$175,000 from account 30-10910-BLD078 to account 36-46010-BLD106.

REPORT-IN-BRIEF: The work to be performed by the Contractor under this project generally includes but is not limited to: Remove the entire existing HVAC system, acoustical ceiling, lighting in specific locations. Install a new HVAC system, spray foam roof insulation to the underside of existing roof deck and install new acoustical tile and lights. Rework existing electrical to accommodate the changes. The project is to be substantially completed within one hundred twenty (120) consecutive calendar days of the Notice to Proceed. The County can assess liquidated damages in the sum of two hundred fifty (\$250) dollars for each consecutive day that the project is not completed.

The bid was advertised in the local newspaper, listed on the State of Maryland's "*eMaryland Marketplace Advantage*" website and on the County's web site. Six (6) companies were represented at the pre-bid teleconference. Forty-six (46) persons/companies registered/downloaded the bid document on-line. Two (2) bids were submitted as indicated on the attached bid tabulation matrix.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the Division's Capital Improvement Project (CIP) account 36-46010-BLD106.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bid Matrix Tabulation

AUDIO/VISUAL NEEDS: N/A



Washington County, Maryland Budget Adjustment Form

Print Form

☒ Budget Amendment - Increases or decrease the total spending authority of an accounting fund or department

☐ Budget Transfer - Moves revenues or expenditures from one account to another or between budgets or funds.

Transaction/Post -Finance

Deputy Director - Finance

Preparer, if applicable

Department Head Authorization

Division Director / Elected Official Authorization

Budget & Finance Director Approval

County Administrator Approval

County Commissioners Approval

Andrew Eshleman

Digitally signed by Andrew Eshleman
Date: 2023.01.11 15:23:27 -05'00'

Required approval with date

If applicable with date

Required approval with date

Required approval with date

Required > \$ 25,000 with date

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
498410	36	46010	BLD106		0000	Capital Grant - State	155,000
498710	36	46010	BLD106		0000	Capital Transfer - General	271,500
599999	36	46010	BLD106		CNST	Black Rock Clubhouse Renovation	426,500
498710	30	10910	BLD078		0000	Capital Transfer - General	-175,000
599999	30	10910	BLD078		CNST	Systemic Improvements - Building	-175,000

Explain
Budget Adjustment

\$96,500 will come out of the General Capital Reserve for this adjustment.

Required Action by
County Commissioners



No Approval Required



Approval Required

Approval Date if
Known

PUR-1575
Black Rock Clubhouse HVAC Interior Renovations

		IMEC Group, LLC Columbia, MD	Warner Construction A Division of R.W. Warner, Inc. Frederick, MD
Item No.	Item Description	Total	Total
1	TOTAL LUMP SUM BID	\$432,826.00	\$398,150.00

Remarks / Exceptions:



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1576) – Black Rock Clubhouse Roof Replacement

PRESENTATION DATE: January 24, 2023

PRESENTATION BY: Brandi Naugle, CPPB, Buyer, Purchasing Department; Andrew Eshleman, P.E., Director, Public Works

RECOMMENDED MOTION: Move to award the bid for the Black Rock Clubhouse Roof Replacement at 20025 Mt. Aetna Road, to the responsive, responsible, bidder Reese's Home Improvement, Inc. of Boonsboro, MD who submitted the lowest Total Lump Sum amount of \$114,600.

REPORT-IN-BRIEF: On December 7, 2022 the County accepted bids for the roof replacement project. The Invitation to Bid (ITB) was advertised locally in the newspaper and on the County's web site, as well as on the State's Emma "eMaryland Marketplace Advantage" web site. Eleven (11) vendors were represented at the Pre-Bid Conference/Teleconference and six (6) bids were received.

DISCUSSION: The project consists of removing the existing shingle roof, inspecting the deck and replacing any and all damaged sections, patch and repair on the Black Rock Clubhouse. The base bid includes installing a new metal roofing system and providing any other miscellaneous work as indicated on the plans or required to complete the work. The building is located at 20025 Mt Aetna Road, Hagerstown, Maryland 21740. The Bidder shall complete the project within one hundred twenty (120) calendar days. There are liquidated damages that will apply at the rate of two hundred-fifty (\$250) dollars per consecutive calendar day each day the Contractor fails to complete the work as specified.

FISCAL IMPACT: Funds are budgeted in Capital Improvement Plan (CIP) account 30-11910-BLD100.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A

PUR-1576
Black Rock Clubhouse Roof Replacement

Vendor	Total Lump Sum Base Bid: (Metal Roof)	Deduct Alternate: (#1 w/Shingle Roof)	Total Lump Sum Bid w/Deduct Alternative: (#1 Shingle Roof)
Detwiler Roofing, LLC East Earl, PA	\$258,000.00	\$106,000.00	\$152,000.00
Dynamic General Contracting, LLC Millersville, MD	\$435,000.00	\$148,000.00	\$287,000.00
IMEC Group, LLC Columbia, MD	\$266,500.00	No Bid	No Bid
Reese's Home Improvement, Inc. Boonsboro, MD	\$114,600.00	\$64,200.00	No Bid
Ruff Roofing and Sheet Metal, Inc. Baltimore, Maryland	\$154,364.00	\$97,988.00	\$56,376.00
Vertex Roofing Contractors, Inc. Manassas, VA	\$161,500.00	\$70,500.00	\$91,000.00

*Corrected Calculations based on unit pricing

Remarks/Exceptions:

Reese's Home Improvement, Inc. - Both Prices include Soffeit Fascia & 6 inch gutter

Ruff Roofing and Sheet Metal, Inc. - Any deteriorated sheathing will be replaced on a T&M basis (\$90/hr + materials)

Bids Opened: 12-7-22



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1587) 9-1-1 Call Center HVAC Replacement

PRESENTATION DATE: January 24, 2023

PRESENTATION BY: Brandi Naugle, CPPB, Buyer, Purchasing Department; Andrew Eshleman, P.E., Director, Division of Public Works

RECOMMENDED MOTION: Move to award the contract for the 9-1-1 Call Center HVAC Replacement project to the responsible, responsive bidder, MS Johnston Company, Inc. of Hagerstown, MD who submitted the lowest total sum bid in the amount of \$99,750 and contingent upon the County Attorney's approval of the contract *Agreement*.

REPORT-IN-BRIEF: The work to be performed by the Contractor under this project generally includes but is not limited to the removal of the existing pad mounted package HVAC units and call center humidifier. Install new pad mounted package HVAC units and ducted humidifier system. Provide electrical and gas piping modifications to accommodate the new equipment. Provide other miscellaneous work as indicated on the plans or required to complete the work. The building is located at 16232 Elliott Parkway, Williamsport, Maryland 21795. Liquidated damages shall be applied at the rate of two hundred-fifty (\$250.00) dollars per consecutive calendar day for each day the Contractor fails to complete the work by the completion date.

The bid was advertised in the local newspaper, listed on the State of Maryland's "*eMaryland Marketplace Advantage*" website and on the County's web site. Four (4) companies were represented at the pre-bid teleconference. Twenty (20) persons/companies registered/downloaded the bid document on-line. One (1) bid was received.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the Division's Capital Improvement Project (CIP) Systemic Improvements - Buildings account 30-10910-BLD0078.

CONCURRENCES: David Hays, Director F&R, Emergency Management

ALTERNATIVES: N/A

ATTACHMENTS: Bid Matrix Tabulation

AUDIO/VISUAL NEEDS: N/A

PUR-1587
9-1-1 Call Center HVAC Replacement

		MS Johnston Co., Inc. Hagerstown, MD
Item No.	Item Description	Total
1	TOTAL LUMP SUM BID	\$99,750.00

**Corrected calculations based on unit pricing*

Remarks / Exceptions:

MS Johnston Co., Inc. - Units approximately 40 week lead time.



Agenda Report Form

Open Session Item

SUBJECT: Airport Director Introduction and Updates

PRESENTATION DATE: January 24, 2023

PRESENTATION BY: Andrew Eshleman, Director of Public Works and Neil Doran, Airport Director

RECOMMENDED MOTION: For Informational Purposes Only

REPORT-IN-BRIEF: Introduce Neil Doran as the Airport Director and provide an overview of recent accomplishments and upcoming focus areas.

DISCUSSION: Neil Doran was hired as the Airport Director and started October 31, 2022. Highlight 2022 accomplishments, review recent efforts in strengthening the Airport community, and discuss upcoming strategic planning efforts and focus areas.

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: None

AUDIO/VISUAL NEEDS: None



Agenda Report Form

Open Session Item

SUBJECT: FY22 Airport Improvement Program Supplemental Discretionary Grant – Approval to Submit Grant Application and Accept Awarded Funding

PRESENTATION DATE: January 24, 2023

PRESENTATION BY: Neil Doran, Director, Hagerstown Regional Airport, and Nicole Phillips, Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Move to approve submission of the FY22 Airport Improvement Program Supplemental Discretionary Grant application to the Federal Aviation Administration in the amount of \$2,482,200 and accept funding as awarded.

REPORT-IN-BRIEF: The Hagerstown Regional Airport is requesting permission to submit a FY22 Airport Improvement Program Supplemental Discretionary Grant application to the Federal Aviation Administration.

DISCUSSION: The Hagerstown Regional Airport is requesting funding for new LED lighting and signage replacement for both the primary runway 09-27 and secondary runway 02-20, the acquisition of two electrical aircraft tractors, and assistance with developing a comprehensive environmental sustainability program through the use of qualified consultants. The Office of Grant Management has reviewed the grant guidelines.

FISCAL IMPACT: There is a 10% match associated in the amount of \$275,800 which is available in the Airport's CIP accounts EQP031, STY022, and other various accounts where the work is to be done incrementally.

CONCURRENCES: Susan Buchanan, Director, Office of Grant Management

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Discussion of City of Hagerstown Water Distribution Policies related to the Medium Range Growth Area Boundary

PRESENTATION DATE: January 24, 2023

PRESENTATION BY: Jill Baker, Director of Planning and Zoning

RECOMMENDED MOTION: Agenda item for discussion purposes only.

REPORT-IN-BRIEF: Commissioners have recently been approached by a prospective developer to support their efforts to gain access to public water from the City of Hagerstown. As part of the request there was some confusion about the process by which the city reviews such requests and the County's involvement in that process. A presentation will be made to clarify the process and brief the Commissioners on these issues.

DISCUSSION: The City of Hagerstown owns and operates the local service utility that provides public water to citizens and properties within the adopted Urban Growth Area. As part of routine capacity analysis and mandated State regulation, the City has been closely monitoring their ability to provide public water facilities for both short and long term planning purposes.

Within the past two decades the City has begun to institute policies to implement long term plans for future water demand. It has become apparent that water allocation levels are nearing our State licensed cap and that capacity issues at the existing water treatment plant that limit the ability to increase allocation are diminishing their ability to provide service to all those requesting access.

In response, the City has adopted a growth area boundary that they have calculated to be the extent of their availability to serve (commonly known as the Medium Range Growth Area (MRGA) boundary). Based on their water capacity analysis and projected demand from future development, the MRGA is the furthest extent that water service can be provided.

In 2019, at the request of the City, Washington County Staff began reviewing the MRGA boundary in comparison with economic development priorities. In 2020, Staff presented an amended MRGA boundary that was endorsed by both the Planning Commission and the Board of County Commissioners to the City that better represented County development goals. The attached map reflects the requested changes to the MRGA boundary that were tentatively agreed to by the Mayor and Council.

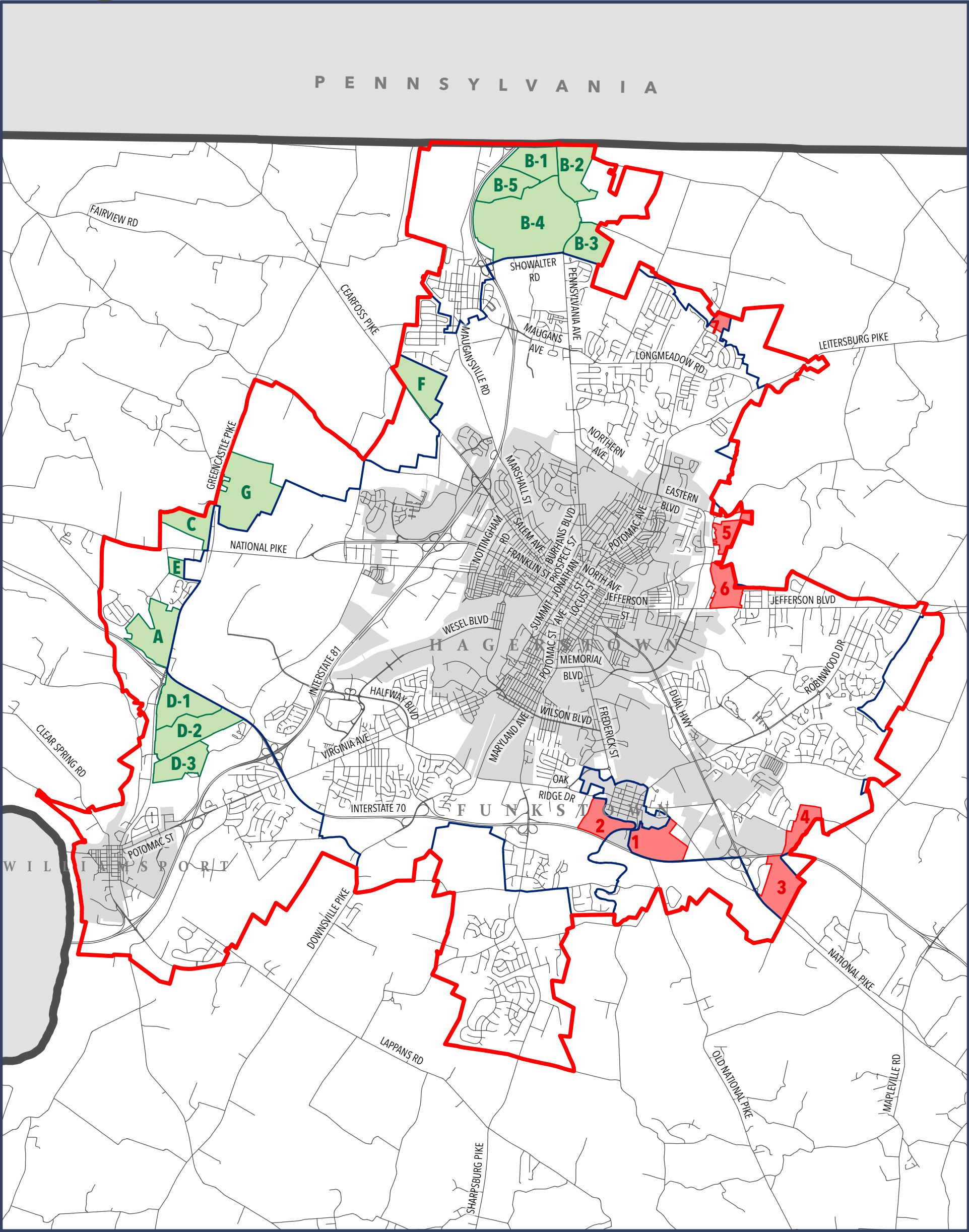
FISCAL IMPACT: Indeterminant

CONCURRENCES: n/a

ALTERNATIVES: n/a

ATTACHMENTS: MRGA Map April 2020
City of Hagerstown Water and Wastewater Policy

AUDIO/VISUAL NEEDS: MRGA Map April 2020



Reference Name	Area to be Added/Removed	Acreage
A	Addition	182.65
B-1	Addition	128.61
B-2	Addition	147.35
B-3	Addition	115.23
B-4	Addition	543.15
B-5	Addition	118.09
C	Addition	102.34
D-1	Addition	154.56
D-2	Addition	184.38
D-3	Addition	121.54

Reference Name	Area to be Added/Removed	Acreage
E	Addition	23.18
F	Addition	147.8
G	Addition	303.29
1	Remove	143.76
2	Remove	92.73
3	Remove	137.9
4	Remove	72.37
5	Remove	66.42
6	Remove	98.69
7	Remove	24.46



Area to be Added/Removed	Area Count	Sum of Acreage
Addition	13	2272.17
Remove	7	636.32



City of Hagerstown

Water and Wastewater Policy

Adopted: February 24, 2004

**Amended: July 29, 2008, September 22, 2009, October 11, 2016, May 23, 2017,
November 27, 2018, June 18, 2019, August 25, 2020**

Service Requests Outside the Corporate Boundaries of Hagerstown

Per the City of Hagerstown's Comprehensive Plan, Policy 4-1, the City of Hagerstown will only provide new or expanded water and wastewater service outside of Hagerstown's corporate boundaries to properties that annex into the city or that enter into pre-annexation agreements with the City, except as specifically exempted in the Annexation Policy. New or expanded service includes new construction, redevelopment of the site, new connections for existing buildings, uses in existing buildings that require expanded allocation or service, and re-subdivision of existing development.

Service Requests Outside Hagerstown's Medium Range Growth Area

Per the City of Hagerstown's Comprehensive Plan, Policy 4-4, the City of Hagerstown will not extend or expand water or wastewater services beyond the Hagerstown Medium-Range Growth Area as defined in the City's Annexation Policy, and shall not allow new connections to the existing lines located outside the Hagerstown Medium-Range Growth Area, unless one of the following ten exceptions is to be granted by the City:

1. **Condemnation or Impending Failure of an Existing Private Water or Septic System.** The governing health authority has provided a request with documentation or certification to the Utilities Department that, to obtain a water or wastewater service connection, the existing private water or wastewater system for an existing dwelling or nonresidential building has been condemned, or has impending failure, and a reasonable alternate system is otherwise not available. Service approved by the Utilities Department using this exception is contingent upon acceptance and signing of a service contract by the owner providing for the allocation of costs of extending and maintaining the service to the property and that such service shall be subject to all applicable policies, procedures and practices. Reference: City of Hagerstown 2008 Comprehensive Plan, Policy 4-4.
2. **System Improvement.** Upon the recommendation of the Director of Utilities to, and approval by, the Mayor and Council, a system extension would provide a vital improvement or enhancement to the operation or efficiency of the water and/or wastewater system.
3. **Connection to an Existing Lot of Record for a Single-Family or Two-Family Dwelling.** Service approval by the Utilities Department is contingent upon the following: (a) outside the Long-Range Growth Area, lot was an existing lot of record prior to February 24, 2004; (b) between the Medium-Range Growth Area and Long-Range Growth Area boundaries, lot was an existing lot of record prior to April 22, 2008; (c) lot is contiguous to a right-of-way containing a City water or wastewater line that was in existence at the time the property became a lot of record. Any exception the Utilities Department may determine is warranted will be given with the following limitations and

conditions: (a) the maximum allocation shall not exceed two hundred (200) gallons per day for one dwelling unit, or 400 gpd for a two-family dwelling if allowed by County zoning and if it does not involve a subdivision; and b) service is contingent upon acceptance and signing of a service contract by the owner providing for the allocation of costs of extending and maintaining the service to the property and that such service shall be subject to all applicable policies, procedures and practices.

4. **Redevelopment of a Property Containing an Existing Customer.** Service approval by the Utilities Department using this exception is contingent upon there being no addition of land area to the existing lot(s) of record containing the existing customer(s) and there being no increase in the existing allocation as a result of the redevelopment.
5. **Pre-existing Water or Wastewater Agreement.** Service approval by the Utilities Department using this exception is contingent upon a water or wastewater agreement having been in place prior to July 29, 2008, which guaranteed water or wastewater service to this property as a condition of the construction and/or provision of land for the construction of the water or wastewater line at issue.
6. **Economic Development Project.** Service approval using this exception is contingent upon recommendation of the County Commissioners, the City and County Economic Development Directors, and the City Director of Utilities to, and approval by, the Mayor and Council, for a vital economic development project or an economic development project located in a the targeted economic development area at the airport, as delineated in the County's 2002 Comprehensive Plan.
7. **Pre-Annexation Agreement.** Service approval by the Utilities Department using this exception is contingent upon a pre-annexation agreement having been approved by the Planning and Code Administration Division and recorded in the County Courthouse prior to April 22, 2008.
8. **Affordable Housing Project.** Service approval using this exception is contingent upon recommendation of the County Commissioners, the City Administrator or designee, the County Administrator or designee, and the City Director of Utilities to, and approval by, the Mayor and City Council, for an affordable housing project restricted to households with annual incomes up to 80% of AMI (Area Median Income) and located in close proximity to economic development target areas and adjacent to development served by City water and/or wastewater.
9. **Connection to a Proposed New Lot of Record or Existing Lot of Record for a new SFR or DUP when well testing failed to gain approval of the Health Department due to GWUDI issues.** GWUDI is groundwater under direct influence of surface water and it is present in areas of the Hagerstown Valley due to the karst geological formations. A sensitive area where such conditions have been documented to occur has been designated by the Health Department on the northwest side of Hagerstown – an area bounded by I-81, US40, proximity to the Greencastle Pike, and at the Pennsylvania border. Service approval by the Utilities Department is contingent upon the following: (a) The Health Department has provided a request with documentation to the Planning and Utilities

Departments that the new well for the proposed new lot or existing lot of record does not meet the minimum criteria for drinking water requirements and the well cannot be approved by the Health Department; (b) Health Department's analytical results are consistent with COMAR and this analysis identifies contaminants which are precluded from treatment in new wells per State law; (c) the proposed lot or existing lot is contiguous to a right-of-way containing a City water line; (d) any extension of existing water infrastructure is the responsibility of the landowner requesting service and all required improvements to the water infrastructure shall be in conformance with City Water and Wastewater Standards and Specification. The Utilities Director may approve up to three requests per year for this exception. Requests shall be taken on a first come, first served basis each calendar year. Requests for service under this exception which would create a new lot for development outside the County Urban Growth Area must first receive the approval of the administrative authority of the County Water & Sewer Plan.

10. **Facility for an Essential Public Service.** A facility necessary for the public services provided by a government body whose geographic location is determined by the government as the best placement to serve the needs of local communities or to access the resources necessary to serve the public. Service approval using this exception is contingent upon recommendation of the County Commissioners or other affected government agency, and the City Director of Utilities to, and approval by, the Mayor and Council. Recommendation to the Mayor and Council for approval by the Director of Utilities will be contingent upon ensuring the water system can meet the average day, peak day, and fire flow requirements for each request for service. If water system upgrades are required to meet average day, peak day, and/or fire flow, all cost for upgrades will be the responsibility of the agency requesting service, as approval by City Utilities Department. Because such requests may occur for land outside the County designated Urban Growth Area and outside Priority Funding Areas, the request for service must first receive the approval of the administrative authority of the County Water & Sewer Plan.

The granting of all exceptions to this policy, except for #5 and #7, is contingent upon the property owner submitting a pre-annexation agreement to the City of Hagerstown that offers the property for annexation at such time as the corporate boundaries of the City reach the property and the Mayor and City Council determines annexation to be advantageous to the City of Hagerstown.

An exception granted pursuant to this policy is void if the following has not occurred within 18 months of approval by the Mayor and City Council: 1) site plan approval by Washington County; 2) building permit filed with Washington County; and 3) all City water and wastewater fees paid. Any request for a variance or extension of the 18 month time limit must be submitted for consideration by the Mayor and City Council at least 60 days prior to the expiration date and is subject to approval by the Mayor and City Council.



Agenda Report Form

Open Session Item

SUBJECT: Agriculture – Faces of Farming Presentation

PRESENTATION DATE: Tuesday, January 24, 2023

PRESENTATION BY: Leslie Hart, Business Development Specialist, 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: Baker Farms LLC of Boonsboro and Wilde Thistle Farm of Fairplay.