



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

May 16, 2023

### OPEN SESSION AGENDA

- 9:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE  
CALL TO ORDER, *President John F. Barr*  
APPROVAL OF MINUTES: *April 25, 2023*  
*April 27, 2023*
- 9:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 9:15 AM STAFF COMMENTS
- 9:20 AM CITIZEN PARTICIPATION
- 9:30 AM PROCLAMATION FOR NATIONAL POLICE WEEK  
*Board of County Commissioners of Washington County to Sheriff Brian Albert, Washington County Sheriff's Office*
- 9:40 AM APPROVAL OF MODIFIED CHARGES, RENTALS, AND FEES AT THE HAGERSTOWN REGIONAL AIRPORT FOR FY2024  
*Neil Doran, Director, Hagerstown Regional Airport; Michelle Gordon, Chief Financial Officer, Budget and Finance*
- 9:45 AM APPROVAL OF WATER AND SEWER RATES FY2024  
*Mark Bradshaw, Director, Environmental Management; Michelle Gordon, Chief Financial Officer, Budget and Finance*
- 9:50 AM APPROVAL OF FY2024 OPERATING AND CAPITAL BUDGETS  
*Michelle Gordon, Chief Financial Officer, Budget and Finance*
- 10:10 AM EMERGENCY MANAGEMENT PERFORMANCE GRANT – APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING  
*Tom Brown, Jr., Director, Emergency Management; Nicole Phillips, Grant Manager, Grant Management*
- STATE HOMELAND SECURITY GRANT PROGRAM – APPROVAL TO SUBMIT GRANT APPLICATION AND ACCEPT AWARDED FUNDING  
*Tom Brown, Jr., Director, Emergency Management; Nicole Phillips, Grant Manager, Grant Management*

10:20 AM INTENT TO CONVEY REAL PROPERTY  
*Todd Moser, Real Property Administrator, Engineering*

10:25 AM CONTRACT AWARD (PUR-1481 TASK ORDER 6) – WASHINGTON COUNTY  
AGRICULTURE EDUCATION CENTER INDOOR MULTIPURPOSE BUILDING  
COMMISSIONING SERVICES  
*Rick Curry, Director, Purchasing; Andrew Eshleman, Director, Public Works*

INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-23-0119) ONE (1)  
NEW 2022 FORD F-350 PICK UP TRUCK  
*Rick Curry, Director, Purchasing; Mark Bradshaw, Director, Environmental  
Management*

REJECTION OF BIDS (PUR-1610) GRINDER PUMP PACKAGES FOR  
DEPARTMENT OF WATER QUALITY  
*Rick Curry, Director, Purchasing; Mark Bradshaw, Director, Environmental  
Management*

SOLE SOURCE PROCUREMENT (PUR-1622) FOR WESTERN MARYLAND  
CONSORTIUM DISCONNECTED YOUTH SERVICES IN WASHINGTON  
COUNTY, MARYLAND  
*Rick Curry, Director, Purchasing; Nicole Phillips, Grant Manager, Grant  
Management*

SOLE SOURCE PROCUREMENT AWARD (PUR-1624) SCHOOL BASED  
HEALTH CENTERS  
*Rick Curry, Director, Purchasing; Nicole Phillips, Grant Manager, Grant  
Management*

10:35 AM CLOSED SESSION - *(To discuss the appointment, employment, assignment,  
promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of  
appointees, employees, or officials over whom this public body has jurisdiction; or any other  
personnel matter that affects one or more specific individuals; To consider the acquisition of real  
property for a public purpose and matters directly related thereto; To consider a matter that concerns  
the proposal for a business or industrial organization to locate, expand, or remain in the State; and  
To consult with counsel to obtain legal advice on a legal matter.)*

12:05 PM RECONVENE IN OPEN SESSION

ADJOURNMENT



## Agenda Report Form

### Open Session Item

**SUBJECT:** Proclamation for National Police Week

**PRESENTATION DATE:** May 16, 2023

**PRESENTATION BY:** Board of County Commissioner of Washington County to Sheriff Brian Albert, Washington County Sheriff's Office

**RECOMMENDED MOTION:** N/A

**REPORT-IN-BRIEF:** Proclamation Presentation

**WHEREAS**, in 1962 President Kennedy proclaimed May 15<sup>th</sup> as National Peace Officers Day and the calendar week in which May 15<sup>th</sup> falls, as National Police Week. Established by a joint resolution of Congress in 1962, National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others; and

**WHEREAS**, the Public Safety Officers of Washington County stand watch over our citizens, selflessly risking their lives to protect individuals, families, neighborhoods, and property against crimes; and

**WHEREAS**, May 15<sup>th</sup> is observed nationally as Peace Officers Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty; and

**WHEREAS**, the Public Safety Officers of Washington County, past and present, who by their faithful and loyal devotion to their responsibilities, have rendered dedicated service to our community.

**NOW THEREFORE**, we, the Board of County Commissioners of Washington County, Maryland, do hereby recognize May 14, 2023 – May 20, 2023 as National Police Week and we encourage all citizens to take the time to appreciate our public safety officers and honor all those officers who have made the ultimate sacrifice in the line of duty.



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Approval of Modified Charges, Rentals, and Fees at the Hagerstown Regional Airport for FY2024

**PRESENTATION DATE:** May 16, 2023

**PRESENTATION BY:** Neil Doran, Airport Director; Michelle Gordon, Chief Financial Officer

**RECOMMENDED MOTION:** To adopt the proposed rates and charges for FY2024.

**REPORT-IN-BRIEF:** The Board of County Commissioners conducted a public hearing on April 25, 2023, and heard public testimony, if any, concerning the proposed modification of charges, rentals, and fees at the Hagerstown Regional Airport for FY2024.

**DISCUSSION:** An approximately 3% increase in T-Hangar rental charges is necessary to maintain compliance with fair market value grant assurance required by the FAA as well as aging facilities and operations. Increases in parking and landing fees are necessary to maintain a fee and rental structure for the facilities and services at Hagerstown Regional Airport which will make the airport as self-sustaining as possible, taking into account such factors as the volume of traffic and economy of collection. Parking and landing fees were last increased in 2023.

**FISCAL IMPACT:** Based on the proposed rate schedule, approximately \$14,470 in revenue will be generated from T-Hangar rental charges; \$2,500 in revenue from aircraft parking fees; and \$20,770 in revenue from landing fees for transients.

**CONCURRENCES:** N/A

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

**ATTACHMENTS:** Proposed schedule of rates and charges for FY24; Resolution

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

RESOLUTION NO. RS-2023-

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

RECITALS

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

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

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

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

Proposed rate changes were advertised, and a public hearing was held by the Board on Tuesday, April 25, 2023, following due notice and advertisement of said proposed rate changes.

Following public comment which was received, reviewed, and considered concerning the proposed rate changes, the Board finds the same to be in the best interests of the citizens of the County and therefore adopts the rates as set forth in the attached Proposed Rates & Charges for FY2024, effective July 1, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Board that the charges, rentals, and fees as set forth in the attached Proposed Rates & Charges for FY2024 are hereby adopted.

Adopted this \_\_\_\_ day of May, 2023.

Effective the 1<sup>st</sup> day of July, 2023.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

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John F. Barr, President

Approved as to form and  
legal sufficiency:

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Kirk C. Downey  
County Attorney

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

**PROPOSED RATES & CHARGES FOR FISCAL YEAR 2024**  
**HAGERSTOWN REGIONAL AIRPORT - *Richard A. Henson Field***

To be effective

July 1, 2023

HANGARS	CURRENT	PROPOSED
<b>Small Single Engine Hangars</b>	3%	
T-Hangar Buildings 8, 10, 11 & 12	\$283.00 /month	\$291.00 /month
T-Hangar Buildings 6 & 7	\$268.00 /month	\$276.00 /month
Old T-Hangars, paved floor	\$186.00 /month	\$192.00 /month
Old T-Hangars, stone floor	\$169.00 /month	\$174.00 /month
T-Hangar 2-J	\$159.00 /month	\$164.00 /month
<b>Large Multi-Engine Hangars</b>	3%	
T-Hangar Building 4-B	\$1,062.00 /month	\$1,094.00 /month
T-Hangar Buildings 8 & 9	\$354.00 /month	\$365.00 /month
T-Hangar Building 7	\$338.00 /month	\$348.00 /month
T-Hangar 2-A	\$531.00 /month	\$547.00 /month
T-Hangar 4-D	\$580.00 /month	\$597.00 /month
T-Hangar 4-G	\$625.00 /month	\$644.00 /month
T-Hangar 7-I	\$457.00 /month	\$471.00 /month
Hangar 13A, B & C	\$580.00 /month	\$597.00 /month
<b>Hangar Offices</b>	3%	
T-Hangar Buildings 1-8	\$133.00 /month	\$137.00 /month
T-Hangar Buildings 9,10, 11 & 12	\$176.00 /month	\$181.00 /month
T-Hangar Office 1-A	\$516.00 /month	\$531.00 /month
T-Hangar Office 7-H	\$542.00 /month	\$558.00 /month
T-Hangar Office 4-C	\$184.00 /month	\$190.00 /month
Utilities for T-Hangar Office 4-C	\$32.00 /month	\$33.00 /month
T-Hangar Office 10-A	\$186.00 /month	\$192.00 /month
T-Hangar Office 11-A	\$195.00 /month	\$201.00 /month
T-Hangar Office 12-N	\$144.00 /month	\$148.00 /month
<b>Combination Office and Hangar</b>	3%	
Hangar 4-A and Hangar 4-H	\$712.00 /month	\$733.00 /month
Office 7-A and Hangar 7-B	\$597.00 /month	\$615.00 /month
Office 8-8 and Hangar 8-7	\$663.00 /month	\$683.00 /month
Office 9-N and Hangar 9-M	\$652.00 /month	\$672.00 /month
<b>Commercial Office 8-L</b>	\$199.00 /month	\$205.00 /month
<b>Corporate Hangar Complex in Building 9-P,O,H, G</b>	Exempt	Separate Lease Agreement



## MONTHLY AIRCRAFT TIE-DOWN / RAMP PARKING FEES

*Applies to Based Aircraft with signed tie-down or ramp parking lease (West Apron, East Apron, Papa Apron)*

MONTHLY		
	2023	2024
Grass	\$66.00	\$69.00
Single Engine Piston	\$95.00	\$99.00
Twin Engine Piston	\$141.00	\$145.00
Turboprop	\$235.00	Negotiated by Airport Director
Small Jet - Class 1/2	\$290.00	Negotiated by Airport Director
Medium Jet - Class 3/4		Negotiated by Airport Director
Large Aircraft - Class 5/6		Negotiated by Airport Director

## TRANSIENT RAMP FEES / OVERNIGHT AIRCRAFT PARKING FEES

*Note: Applicable to short-term, transient visitor parking on airport-owned aprons such as portions of West Apron, East Apron, Terminal Apron, Firehouse Apron and Papa Apron. Does not apply to airport tenants, customers and users of separately leased areas such as Rider Jet Center FBO, Plane Care, SNC, etc. Rates and charges of the Rider Jet Center FBO are not included in this fee schedule.*

	2023	2024
Single Engine Piston	\$14.00	\$15.00
Twin Engine Piston	\$19.00	\$20.00
Turboprop	\$24.00	\$100.00
Small Helicopter (< 20,000 lbs MGTOW)	N/A	\$24.00
Large Helicopter (> 20,000 lbs MGTOW)	N/A	\$100.00
Small Jet - Class 1/2	\$30.00	\$200.00
Mid-Sized Jet - Class 3/4	\$35.00	\$300.00
Large Jet - Class 5	\$111.00	\$400.00
Large Aircraft - Class 6	N/A	\$450.00

## LANDING FEES

Class	MGTOW in lbs	2023	2024
1	6,500 - 10,999	\$13.50	\$15.00
2	11,000 - 15,999	\$19.00	\$30.00
3	16,000 - 33,999	\$26.00	\$50.00
4	34,000 - 65,000	\$37.00	\$100.00
5	66,000 - 99,999	\$61.00	\$150.00
6	100,000 - up		\$200.00

*^Note: Landing fees do not apply to locally-based, state, federal or military aircraft.*

*MGTOW = refers to an aircraft's Maximum Gross Take Off Weight*





## Agenda Report Form

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### Open Session Item

**SUBJECT:** Approval of Water and Sewer Rates FY2024

**PRESENTATION DATE:** May 16, 2023

**PRESENTATION BY:** Mark Bradshaw, Director, Environmental Management; Michelle Gordon, Chief Financial Officer

**RECOMMENDED MOTION:** To adopt the proposed water and sewer rate schedule for FY2024.

**REPORT-IN-BRIEF:** The Board of County Commissioners conducted a public hearing on April 25, 2023 and heard public testimony, if any, concerning the proposed modification of water and sewer rates.

**DISCUSSION:** Water and Sewer revenue requirements show that an increase in water rates is necessary to facilitate the Department of Water Quality's long-range financial plans. At this time, an increase in sewer rates is not necessary. The presented rate schedule for FY2024 is based on these long-range plans.

**FISCAL IMPACT:** Rate changes project a revenue impact of \$26,400 for Water.

**CONCURRENCES:** N/A

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

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

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

**RESOLUTION NO. RS-2023-\_\_**

**Establishment of Rates, Fees, & Charges  
Department of Water Quality (FY2024)**

**RECITALS**

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

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

A public hearing was held on April 25, 2023, following due notice by advertisement of the Board's intention to modify these charges.

Any public comment received was reviewed and carefully considered.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND, that the utility rates shall be as set forth in the attached Schedule of Utility Rates for FY 2024, and other fees and charges shall be as set forth in the attached Schedule of Fees & Charges for FY 2024; and

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

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2023.  
Effective the 1<sup>st</sup> day of July, 2023.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

\_\_\_\_\_

BY: \_\_\_\_\_  
John F. Barr, President

Approved as to form  
and legal sufficiency:

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

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



# Washington County

M A R Y L A N D

DIVISION OF

ENVIRONMENTAL MANAGEMENT

WATER QUALITY | SOLID WASTE | ENGINEERING SERVICES

## SCHEDULE OF RATES FOR FY2024

EFFECTIVE JULY 1, 2023

### FULL SERVICE SEWER & WATER RATES

Base for 6,000 gal Per Account	Quarterly Sewer Rates	Quarterly Water Rates
Residential Full Service	\$132.92	\$108.35
Commercial I Full Service	\$137.98	\$108.43
Commercial II Full Service	\$140.76	\$154.65
Commercial III Full Service	\$140.76	N/A
Volunteer Service	\$132.92	\$108.35
Volume per 1,000 gal	Quarterly Sewer Rates	Quarterly Water Rates
Residential Full Service	\$8.14	\$13.61
Commercial I Full Service	\$8.69	\$12.47
Commercial II Full Service	\$9.88	\$11.24
Commercial III Full Service	\$6.79	N/A
Volunteer Service	\$8.14	\$13.61

### CITY / COUNTY JOINT SERVICE SEWER AREA

Residential/Commercial Collection Service	\$62.13 - per quarter - <i>All additional charges are from the City of Hagerstown</i>
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### MISC. FEES

Non-Metered Sewer Charge	\$181.76 - per quarter
Non-Metered Water Charge	\$190.01 - per quarter
Sewer Wholesale (Per 1,000 gallons)	\$8.02
Deduct Meter Fee	\$25 - per quarter

### BAY RESTORATION FUND FEE

Residential	\$15 - per quarter
Commercial	The Fee will be calculated based on water usage or wastewater generated, converted into EDU's and billed at the rate of \$5 per month per EDU

### DELINQUENT ACCOUNT SEWER & WATER BILLING FEES

Maintenance fee for delinquent account	\$30 Assessed when the account is not paid within the 10-day period following the late notice.
Service Disconnect or Reconnect	\$50
Service Disconnect or Reconnect (non-business hours)	\$75



# Washington County MARYLAND

DIVISION OF  
ENVIRONMENTAL MANAGEMENT  
WATER QUALITY | SOLID WASTE | ENGINEERING SERVICES

## SCHEDULE OF RATES FOR FY2024 EFFECTIVE JULY 1, 2023

ALLOCATION FEES	
Joint Sewer Service Connection Fee	\$2500 <i>Sewer service connection fee for areas jointly served by the City of Hagerstown and the Wash. Co. Dept. of Water Quality. For Example, Maugansville, Fountainhead &amp; Pangborn.</i>
Allocation Fee for Sewer Service Connection	\$7,200
Allocation Fee for Water Service Connection	\$2,700
Meter Fee for Water	\$325 <i>This fee is in addition to the Allocation Fee for Water Service and is the direct cost of the water meter. Price is subject to change depending on the direct cost of the meter.</i>
Infrastructure Management Program Fee	\$400 per Sewer EDU <i>This fee is in addition to the Allocation Fee for Sewer Service and is to help fund the cost of the emergency alarm communications system infrastructure.</i>
Infrastructure Development Fee	\$1,000 per Sewer EDU <i>This fee is in addition to the Allocation Fee for Sewer Service.</i>
Cedar Springs Infrastructure Development Fee	\$1,000 per acre or per Sewer EDU, whichever is greater <i>This fee is in addition to the Allocation Fee for Sewer Service and is only for sewer connections that flows to the Cedar Springs Pump Station.</i>

ADMINISTRATIVE FEES	
Design Review Fees - Drawings	
One/two lot simplified subdivision plat	\$25
Multiple lot subdivision development plan or preliminary	\$25 (per drawing)
Multiple lot subdivision combined Preliminary/Final	\$100 (per drawing)
Multiple lot subdivision - final plat(s)	\$25 (per set of drawings)
Architectural/Technical	\$150 (per drawing)
Design Review Fees - Specification Water	
Water distribution	\$100 (per set)
Water Supply, Treatment or Storage	\$150 (per set)
Booster pump station	\$150 (per set)
Design Review Fees - Specification Sewer	
Sewer Collection - Gravity all types	\$100 (per set)
Sewer Collection – Pressure	\$150 (per set)
Sewage Pump Station	\$150 (per set)
Sewage Treatment Plant (all sizes)	\$200 (per set)
Permits	
Filing of and tracking of each NPDES, MDE and SHA Permits	\$25



# Washington County

## M A R Y L A N D

DIVISION OF  
ENVIRONMENTAL MANAGEMENT  
WATER QUALITY | SOLID WASTE | ENGINEERING SERVICES

### SCHEDULE OF RATES FOR FY2024 EFFECTIVE JULY 1, 2023

LABORATORY ANALYSIS			
SAMPLE COLLECTION		\$25 - Per Sample <i>(Specialty samples require additional charges)</i>	
ORGANIC ANALYSIS			
*FORMALDEHYDE	\$225	*PAINT FILTER TEST	\$13
TOTAL ORGANIC CARBON	\$30	*SEMI-VOLATILES (EPA 625 & EPA 525)	\$170
*TCLP, HERBICIDES	\$100	*ACID/BASE NEUTRALS (EPA 8260)	\$225
*TCLP, PESTICIDES	\$100	*PESTICIDES & PCB's (EPA 608)	\$80
*TCLP, SEMIVOLATILES	\$250	*HERBICIDES	\$125
*TCLP, VOC'S	\$120	*BTEX	\$50
*VOLATILE ORGANICS (EPA 524 or EPA 624)	\$100	*MTBE	\$50
TTO's VOC, Semi Volatiles, Dioxin, Pest. and Herb.	\$645	*TPH	\$50
TRICHALOMETHANES	\$55	HALOACETIC ACIDS (HAA5)	\$90
PESTICIDE / PCBs 508	\$250	BTEX OR MTBE Method 602	\$50
*DIOXIN	\$300	*GROSS BETA + GROSS ALPHA	\$80
HERBICIDES	\$125	*IGNITABILITY TEST ON SOLID	\$20
*CHLOROFORM	\$80		
INORGANIC ANALYSIS			
ACIDITY	\$15	NITRATE+NITRITE	\$16
ACID/ALKALINITY	\$25	*ODOR	\$15
ALKALINITY	\$17	OIL & GREASE	\$38
AMMONIA NITROGEN	\$16	ORTHO PHOSPHORUS	\$19
BIOCHEMICAL OXYGEN DEMAND (BOD)	\$25	PH (CORROSIVITY)	\$6
CALCIUM	\$14	SETTLEABLE SOLID	\$10
CHEMICAL OXYGEN DEMAND (COD)	\$35	SULFATE	\$24
CHLORINE (FREE OR TOTAL)	\$8	SULFIDE	\$24
CHLORIDE	\$22	SULFITE	\$24
*COLOR	\$15	*SURFACTANTS	\$50
S. CONDUCTANCE	\$11	TOTAL DISSOLVED SOLIDS (TDS)	\$20
T. CO2	\$15	TOTAL KJELDAHL NITROGEN	\$22
T. CO2 & BI-CARBONATE (BY NOMOGRAPH)	\$18	TOTAL PHOSPHORUS	\$22
*CYANIDE	\$35	TOTAL SOLIDS	\$15
DISSOLVED OXYGEN	\$8	TOTAL SUSPENDED SOLIDS (TSS)	\$12
FLUORIDE	\$19	TOTAL TOXICITY (MICROTOX)	\$50
HARDNESS	\$13	TURBIDITY	\$8
*HEXAVALENT-CHROMIUM	\$25	VOLATILES SOLIDS (INCLUDING TS)	\$20
*PHENOL	\$25	POT ASH (POTASSIUM & CALCULATION)	\$30
*FLASHPOINT	\$25	TOTAL N (TKN+NO3+NO2)	\$38
ORTHO-PHOSPHOROUS	\$19	PERCENT SOLIDS	\$16
NITRATE	\$16	<b>*Subcontracted test - price may change, as contracted</b>	



# Washington County

M A R Y L A N D

DIVISION OF

ENVIRONMENTAL MANAGEMENT

WATER QUALITY | SOLID WASTE | ENGINEERING SERVICES

## SCHEDULE OF RATES FOR FY2024

EFFECTIVE JULY 1, 2023

LABORATORY ANALYSIS FEES			
METAL ANALYSIS BY FLAME AA (Parts Per Million) & GRAPHITE FURNACE AA (Parts Per Billion)			
ALUMINUM	\$12	NICKEL (FLAA/GFAA)	\$12/\$24
*ANTIMONY	\$12/\$24	POTASSIUM (FLAA)	\$12/\$24
ARSENIC (GFAA)	\$12/\$24	SELENIUM (GFAA)	\$12/\$24
BARIUM (FLAA/GFAA)	\$12/\$24	SILICON (FLAA/GFAA)	\$12/\$24
CADMIUM (FLAA/GFAA)	\$12/\$24	SILVER (FLAA/GFAA)	\$12/\$24
CHROMIUM (FLAA/GFAA)	\$12/\$24	*TCLP, METALS	\$50
COPPER (FLAA/GFAA)	\$12	*TIN	\$12
IRON (FLAA)	\$12	*TITANIUM	\$12
LEAD (FLAA/GFAA)	\$12/\$24	*VANADIUM	\$12
MAGNESIUM (FLAA)	\$12/\$24	ZINC (FLAA/GFAA)	\$12
MANGANESE (FLAA/GFAA)	\$12/\$24	SAMPLE PREP. DISSOLVED METALS	\$10
MERCURY (COLD VAPOR)	\$24	SAMPLE PREP. FOR METAL DIGESTION	\$25
MOLYBDENUM	\$12	*Subcontracted test - price may change, as contracted	
MICROBIOLOGY			
CRYPTOSPORIDIUM / GIARDIA	\$850	SAMPLE DILUTION	\$10
E. COLI/FECAL COLIFORM (MPN, EC, MUG)	\$35	TOTAL COLIFORM/E. COLI COLILERT COUNT	\$35
HETEROTROPHIC PLATE COUNT	\$35	TOTAL COLIFORM/E. COLI - PRESENT/ABSENT	\$35
RUSH SAMPLE FEE FOR POSITIVE TEST	\$20	TOTAL COLIFORM (MPN)	\$35

WASTEWATER INDUSTRIAL PRETREATMENT PROGRAM PERMIT FEES	
Permit Application Fees	
Significant Industrial User	\$300 <i>Flows greater than 25,000 gal/day or deemed significant by MDE</i>
Non Significant Industrial User	\$150 <i>Flows less than 25,000 gal/day</i>
Permit Maintenance Fees	
<i>Fees are based upon industrial process wastewater flow and are collected on an annual basis</i>	
Less than 1,000 gal/day	\$250
1,000 to 9,999 gal/day	\$500
10,000 to 25,000 gal/day	\$1,000
Greater than 25,000 gal/day	\$2,000

WASTEWATER SLUDGE PROCESSING FEES (Sludge Dewatering)	
Sludge less than 4% solids	\$0.06 per gal with a minimum charge for 1,000 gal
Sludge between 4% to 7% solids	\$0.06 per gal with a min charge for 1,000 gallons, plus landfill tipping fee
Sludge greater than 7%	Unable to process



# Washington County

## MARYLAND

DIVISION OF  
ENVIRONMENTAL MANAGEMENT  
WATER QUALITY | SOLID WASTE | ENGINEERING SERVICES

### SCHEDULE OF RATES FOR FY2024 EFFECTIVE JULY 1, 2023

DEFINITIONS
<b>Allocation Fee for Sewer / Water Service Connection</b> - A reservation for a building, residence or project to draw a prescribed amount of water from the drinking water system and/or to discharge a prescribed amount of flow to the sewer system. This fee helps offset the capital costs of new treatment facilities, water distribution lines, water tanks, sewer capacity expansion improvements, etc. The Allocation Fee for Sewer / Water Service Connections is charged on an Equivalent Dwelling Unit (EDU) basis projected for the project.
<b>Base for 6000 gal Per Account</b> - All Washington County full service sewer and/or drinking water customers are charged a base fee every quarter. The fee includes the cost of infrastructure to provide water and/or sewer services and the operating costs associated with providing that service. These are fixed costs to serve each customer no matter how much wastewater is produced or water drinking water is consumed. Customers are also charged a volume fee for every 1000 gallons over the 6000 gallon base.
<b>Bay Restoration Fund / BRA Fee</b> - Senate Bill 320 (Bay Restoration Fund) was signed into law on May 26, 2004. The Chesapeake Bay has experienced a decline in water quality due to over enrichment of nutrients (mainly phosphorus and nitrogen). Effluent from wastewater treatment plants is one of the top three major contributors of nutrients entering the Bay (urban and agricultural runoffs are the other two). The purpose of the bill is to create a dedicated fund, financed by wastewater treatment plant users, to upgrade Maryland's wastewater treatment plants with enhanced nutrient removal (ENR) technology so they are capable of achieving wastewater effluent quality of 3 mg/l total nitrogen and 0.3 mg/l total phosphorus. The signing of this bill initiated Maryland's efforts to further reduce nitrogen and phosphorus loading in the Bay by over 7.5 million pounds of nitrogen per year and over 260 thousand pounds of phosphorus per year, which represent over one-third of Maryland's commitment under the Chesapeake Bay 2000 Agreement.
<b>Cedar Springs Infrastructure Development Fee</b> - The Cedar Spring Pump station was funded by the general fund. This fee is applied directly to the general fund.
<b>City / County Joint Service Sewer Area</b> - Sewer service areas jointly served by the City of Hagerstown and the Wash. Co. Dept. of Water Quality. For Example, Maugansville, Fountainhead & Pangborn. Washington County is responsible for the sewer pipes / pumping stations and Hagerstown is responsible for the sewer treatment. The sewer flow goes to Hagerstown's treatment plant.
<b>Commercial I</b> - Commercial customers (2 EDU's)
<b>Commercial II</b> - Commercial customers (3 or more EDU's)
<b>Deduct Meter Fee</b> - Metered water that does not enter the sewer system and is not conveyed to the treatment plant. For example, fountain soda machines at a convenience stores. The meter is read quarterly and deducted from the sewer bill.
<b>EDU</b> - The Equivalent Dwelling Unit is a unit of measure used to equate flow demand to an equivalent of one single family home. An Equivalent Dwelling Unit is assumed to be equal to 200 gallons each per day of water use and sanitary sewage production.
<b>Infrastructure Management Program Fee</b> - This fee provides for upgrades to the wireless communications infrastructure on Washington County owned sewer systems (Emergency Alarms & Communications).
<b>Joint Sewer Service Connection Fee</b> - Sewer service connection fee for areas jointly served by the City of Hagerstown and the Wash. Co. Dept. of Water Quality. For Example, Maugansville, Fountainhead & Pangborn. This fee helps offset the capital costs of upgrading the sewer system and for routine/emergency maintenance.
<b>Laboratory Analysis Fees</b> - Washington County Dept. of Water Quality operates a state certified lab that offers drinking water & wastewater lab testing to businesses, municipalities and area residents.
<b>Non Metered Sewer Charge</b> - This charge is applied when the customer does not have a water meter. Sewer billing is based on metered water usage. For example, a customer that has a private well and Washington County sewer service.
<b>Residential/Commercial Collection Service</b> - This flat rate charge from Washington County Dept. of Water Quality is to cover the cost of routine/emergency maintenance of sewer infrastructure in the City/County Joint Service Area. All other charges are billed by the City of Hagerstown.
<b>Residential Full Service Sewer</b> - Washington County Dept. Water Quality provides sewer collections and treatment services.
<b>Residential Full Service Water</b> - Washington County Dept of Water Quality provides drinking water treatment and distribution services.
<b>Sewer Wholesale</b> - Washington County Dept. of Water Quality bills the customer at a wholesale rate. For example, The Town of Smithsburg and Williamsport are wholesale sewer customers.
<b>Volume per 1000 gal</b> - All Washington County full service sewer and/or drinking water customers are charged a volume rate per every 1000 gallons above the base of 6000 gallons. The volume charge covers the cost of sewer and/or drinking water treatment and supports the construction, operation and maintenance of the sewer and/or drinking water systems.
<b>Volunteer Service</b> - Water and/or sewer rates for volunteer fire dept., EMS, etc..
<b>Wastewater Industrial Pretreatment Program Fees</b> - Washington County. Dept. of Water Quality administers the Industrial Pretreatment permits for industrial wastewater dischargers in Washington County.
<b>Wastewater Sludge Processing Fees</b> - Washington County Dept. of Water Quality offers sludge dewatering services to local wastewater treatment plants. Sludge is a byproduct of the wastewater treatment process and to be safely disposed of the sludge is dewatered in a mechanical/chemical process and transported to the landfill.



**Washington County, Maryland  
Department of Water Quality  
Proposed Rates for FY 2024**

**4.7% Revenue Increase**

**Water Rates**

<b>Retail Classes</b>	<b>Current Quarterly Rates</b>	<b>Proposed Quarterly Rates</b>	<b>Increase</b>	
			<b>%</b>	<b>\$</b>
<b><u>Base for 6,000 gal</u></b>				
Res Full Service	107.15	108.35	1.1%	1.20
Comm I Full Service	108.43	108.43	0.0%	0.00
Comm II Full Service	133.93	154.65	15.5%	20.72
Volunteer Service	107.15	108.35	1.1%	1.20
<b><u>Volume per 1,000 gal</u></b>				
Res Full Service	12.40	13.61	9.8%	1.21
Comm I Full Service	12.47	12.47	0.0%	0.00
Comm II Full Service	9.63	11.24	16.7%	1.61
Volunteer Service	12.40	13.61	9.8%	1.21
<b><u>Non-metered Accounts</u></b>	181.55	190.01	4.7%	8.46

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

	<b><u>Current</u></b>	<b><u>Proposed</u></b>	<b>Increase</b>	
			<b><u>%</u></b>	<b><u>\$</u></b>
Base Charge (6,000 gal)	107.15	108.35	1.1%	1.20
Vol Charge (6,000 gal)	74.40	81.66	9.8%	7.26
Total bill	<b>181.55</b>	<b>190.01</b>	<b>4.7%</b>	<b>8.46</b>

**Washington County, Maryland  
Department of Water Quality  
Proposed Rates for FY 2024**

**0.0% Revenue Increase**

**Sewer Rates**

<b>Retail Classes</b>	<b>Current Quarterly Rates</b>	<b>Proposed Quarterly Rates</b>	<b>Increase</b>	
			<b>%</b>	<b>\$</b>
<b><u>Base for 6,000 gal</u></b>				
Res Full Service	132.92	132.92	0.0%	0.00
Comm I Full Service	137.98	137.98	0.0%	0.00
Comm II Full Service	140.76	140.76	0.0%	0.00
Comm III Full Service	140.76	140.76	0.0%	0.00
Volunteer Service	132.92	132.92	0.0%	0.00
Res/Comm Coll Ser	62.13	62.13	0.0%	0.00
<b><u>Volume per 1,000 gal</u></b>				
Res Full Service	8.14	8.14	0.0%	0.00
Comm I Full Service	8.69	8.69	0.0%	0.00
Comm II Full Service	9.88	9.88	0.0%	0.00
Comm III Full Service	6.79	6.79	0.0%	0.00
Volunteer Service	8.14	8.14	0.0%	0.00
Res/Comm Coll Ser	n/a	n/a	n/a	n/a
<b><u>Non-metered Accounts</u></b>	181.76	181.76	0.0%	0.00
<b>Wholesale Class</b>	<b>Current Per 1,000 Gal Rates</b>	<b>Proposed Per 1,000 Gal Rates</b>	<b>Increase</b>	
			<b>%</b>	<b>\$</b>
All Wholesale Customers	8.02	8.02	0.0%	0.00
<b><u>Miscellaneous</u></b>	Deduct Meter Fee - \$25.00 per quarter			

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

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



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Approval of FY2024 Operating and Capital Budgets

**PRESENTATION DATE:** May 16, 2023

**PRESENTATION BY:** Michelle Gordon, Chief Financial Officer

**RECOMMENDED MOTION:** Move to adopt the proposed FY2024 Operating and Capital Budgets as presented.

**REPORT-IN-BRIEF:** The Board of County Commissioners conducted a public budget and tax rate hearing on May 9 at 6:00 P.M and heard public testimony on the proposed FY2024 Operating and Capital Budgets.

**DISCUSSION:** The FY2024 budget process has been a collaborative effort where the Office of Budget & Finance worked alongside departments, the administration, and the BOCC. The FY2024 final proposed budget increased 3.97% over FY2023 and provides increased funding for education; to transition EMS services to County operations; to provide additional funding to outside organizations that provide additional services to our citizens as well as adding funds to our Capital plan to meet the County's infrastructure needs.

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

**CONCURRENCES:** N/A

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

**ATTACHMENTS:** Summary of All Funds

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

**Washington County, Maryland**  
**Summary for All Funds**  
**FY24 Proposed**

	<b>FY23</b>	<b>FY24</b>	<b><u>FY23 vs. FY24</u></b>	
	<b>Operating Budget Approved</b>	<b>Operating Budget Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Operating Funds:</b>				
<b>Major Operating Funds:</b>				
General Fund	\$262,814,130	\$281,060,350	\$18,246,220	6.94%
Highway Fund	\$11,769,470	\$13,042,150	\$1,272,680	10.81%
Solid Waste Fund	\$9,056,160	\$9,874,630	\$818,470	9.04%
Utility Administration Fund	\$5,128,950	\$5,937,750	\$808,800	15.77%
Water Fund	\$1,209,420	\$1,755,960	\$546,540	45.19%
Sewer Fund	\$12,092,680	\$13,863,400	\$1,770,720	14.64%
Pretreatment Fund	\$472,860	\$345,600	\$(127,260)	(26.91)%
Public Transit Fund	\$2,885,310	\$3,133,780	\$248,470	8.61%
Airport Fund	\$2,180,910	\$3,095,120	\$914,210	41.92%
Black Rock Golf Course Fund	\$1,186,120	\$1,356,720	\$170,600	14.38%
	<b>\$308,796,010</b>	<b>\$333,465,460</b>	<b>\$24,669,450</b>	<b>7.99%</b>
<b>Restricted Funds:</b>				
Hotel Rental Tax Fund	\$2,000,000	\$2,000,000	\$0	0.00%
Cascade Town Centre Fund	\$157,650	\$132,450	\$(25,200)	(15.98)%
Agricultural Education Center Fund	\$248,270	\$290,100	\$41,830	16.85%
Grant Management Fund	\$451,420	\$525,670	\$74,250	16.45%
Inmate Welfare Fund	\$547,320	\$564,090	\$16,770	3.06%
Gaming Fund	\$2,491,000	\$2,295,370	\$(195,630)	(7.85)%
Land Preservation Fund	\$2,458,250	\$2,519,700	\$61,450	2.50%
HEPMPO Fund	\$584,570	\$573,110	\$(11,460)	(1.96)%
Contraband Fund	\$5,070	\$0	\$(5,070)	(100.00)%
	<b>\$8,943,550</b>	<b>\$8,900,490</b>	<b>\$(43,060)</b>	<b>(0.48)%</b>
<b>Total Operating Funds</b>	<b>\$317,739,560</b>	<b>\$342,365,950</b>	<b>\$24,626,390</b>	<b>7.75%</b>
<b>Capital Funds:</b>				
<b>Capital Improvement Plan</b>	<b>\$65,402,000</b>	<b>\$56,004,000</b>	<b>\$(9,398,000)</b>	<b>(14.37)%</b>
<b>Total Budgeted Funds</b>	<b>\$383,141,560</b>	<b>\$398,369,950</b>	<b>\$15,228,390</b>	<b>3.97%</b>



## Agenda Report Form

### Open Session Item

**SUBJECT:** Emergency Management Performance Grant– Approval to Submit Application and Accept Awarded Funding

**PRESENTATION DATE:** May 16, 2023

**PRESENTATION BY:** Tom Brown, Jr., Director of Emergency Management and Nicole Phillips, Grant Manager

**RECOMMENDED MOTION:** Move to approve the submission of the application to the Maryland Department of Emergency Management in the amount of \$102,925.49 and accept funding as awarded.

**REPORT-IN-BRIEF:** The purpose of the Emergency Management Performance Grant (EMPG) Program is to provide federal funds to states to assist state, local, tribal and territorial emergency management agencies to obtain the resources required to support the National Preparedness Goals associated with the areas and core capabilities. The awarded funds from this grant will completely fund the Emergency Management Planner position, the County's mass notification system, and allow for Emergency Management personnel to participate in training programs.

**DISCUSSION:** The performance period for this federal grant is October 1, 2023 through June 30, 2025. There is a 100% match requirement associated with this grant which is covered by the Director of Emergency Management wages and benefits.

Wages & Benefits Match	\$102,925.49
Operational Expenses	<u>\$102,925.49</u>
Total	\$205,850.98

**FISCAL IMPACT:** Provides \$102,925.49 for Emergency Management related expenses which may otherwise be added to the Emergency Management budget. Matching funds will be in the form of budgeted salaries which is subject to approval in the County's operating budget for FY24.

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

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

**ATTACHMENTS:** N/A



## Agenda Report Form

### Open Session Item

**SUBJECT:** State Homeland Security Grant Program– Approval to Submit Grant Application and Accept Awarded Funding

**PRESENTATION DATE:** May 16, 2023

**PRESENTATION BY:** Tom Brown, Jr., Director of Emergency Management and Nicole Phillips, Grant Manager

**RECOMMENDED MOTION:** Move to approve the submission of FY23 State Homeland Security Grant to the Maryland Department of Emergency Management in the amount of \$202,602.08 and accept funding as awarded.

**REPORT-IN-BRIEF:** The State Homeland Security Grant program is administered by the Federal Emergency Management Agency and passes through the State Emergency Management Agency to be distributed to local jurisdictions. The program is intended to enhance and maintain current Homeland Security initiatives as they pertain to prevention, preparedness, response, recovery, and mitigation. The grant will pay partial salary for the Emergency Management Specialist, the cost of a part time position within the Washington County Sheriff's Office for Incident Management Team coordination and projects and other costs which include training, equipment, public outreach and response capabilities.

**DISCUSSION:** The Office of Grant Management has reviewed the grant guidelines. The performance period for this federal grant is September 1, 2023 through August 31, 2026. There is no matching fund requirement associated with this grant; however at least 35% of the grant funds must be spent on law enforcement related tasks or equipment.

Wages & Benefits	\$80,000.00
Operational Expenses	<u>\$102,602.08</u>
Total	\$202,602.08

**FISCAL IMPACT:** Provides \$202,602.08 for Emergency Management related expenses which may otherwise be charged to the Emergency Management budget.

**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:** Intent to Convey Real Property

**PRESENTATION DATE:** May 16, 2023

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

**RECOMMENDED MOTION:** Move to adopt the ordinance declaring property consisting of +/- 0.11 acres situated on the west side of Artizan Street in Williamsport as surplus, and approve the conveyance of the same, and authorize the execution of the necessary documentation to finalize the conveyance for \$5,000.00.

**REPORT-IN-BRIEF:** Notice of the County's intent to convey the property was duly advertised on April 24, May 1, and May 8, 2023. Staff is ready to transfer the property.

**DISCUSSION:** The adjoining property owner Williamsport Storage Bins, Inc. approached the County about acquiring the property. Property records indicate the State conveyed the property to the County as part of the Artizan Street conveyance. There are no future plans for the property. An easement would be reserved over the existing macadam portion of the property for County vehicles to have the ability to turn around at the end of the road (for maintenance along Artizan Street).

**FISCAL IMPACT:** Income from sale of property

**CONCURRENCES:** Director of Public Works

**ALTERNATIVES:** Keep as County property

**ATTACHMENTS:** Aerial Map, Ordinance

**AUDIO/VISUAL NEEDS:** Aerial Map



# South Artizan Street



Yorkshire Partners LLC  
472 S Artizan St  
Williamsport, MD 21795

To be Conveyed to  
Williamsport Storage Bins, Inc.  
4,983 Sq. Ft.  
0.11 Acres


S Artizan St

N Conococheague St (MD-63)

## Legend

 Conveyed  
 Roads



0 15 30 60  
 Feet



ORDINANCE NO. ORD-2023-

**AN ORDINANCE TO DECLARE CERTAIN REAL PROPERTY  
AS SURPLUS PROPERTY AND TO APPROVE THE CONVEYANCE OF SAID  
REAL PROPERTY**

BE IT ORDAINED by the County Commissioners of Washington County, Maryland (the "County"), as follows:

1. It is hereby established and declared that the real property described in Exhibit A (the "Property") is no longer needed for a public purpose or a public use.

2. The County believes that it is in the best interest of the citizens of Washington County to convey the Property and Notice of Intention of Washington County to Convey Real Property was duly advertised pursuant to Section 1-301, Code of the Public Local Laws of Washington County, Maryland, in *The Herald-Mail*, a daily newspaper of general circulation, on April 24, May 1, and May 8, 2023.

3. The President of the Board of County Commissioners of Washington County, Maryland, and the County Attorney are hereby, authorized and directed to execute and attest, respectively, for and on behalf of the County, a deed conveying the Property to Williamsport Storage Bins, Inc., for the sum of Five Thousand Dollars (\$5,000.00), and the Real Property Administrator is authorized to execute on behalf of the County any HUD-1 settlement statement and any other documents necessary to consummate the transaction.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

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

BY: \_\_\_\_\_  
John F. Barr, President

Approved as to form  
and legal sufficiency:

\_\_\_\_\_  
Zachary J. Kieffer  
Assistant County Attorney

## EXHIBIT A

Situate on the west side of South Artizan Street, approximately 1100 feet south of the intersection with Kenilworth Avenue, in Election District No. 2, Washington County, Maryland, and being more particularly described in accordance with a survey made by Frederick, Seibert and Associates, as follows:

Beginning at a point in the west marginal line of South Artizan Street, said point being S 04 degrees 17 minutes 40 seconds East 100.00 feet from an iron pipe located at the point of beginning of Property No. 1 of the parcel of land conveyed by Yorkshire Partners, LLC, to Williamsport Storage Bins, Inc., by deed dated April 8, 2022, recorded in the Land Records of Washington County, Maryland, in Liber 6983, folio 213, thence with the west marginal line of South Artizan Street, with bearings in agreement with Maryland Grid North, S 04 degrees 17 minutes 40 seconds East 115.69 feet to the point of intersection of said marginal line with the right of way of through highway line of Maryland Routes 63 and 68, as shown on Maryland State Roads Commission Plat 29830, thence with the through highway right of way line N 40 degrees 57 minutes 51 seconds West 144.24 feet to a point, thence leaving said right of way line and with the lands now or formerly of Williamsport Storage Bins, Inc. (Liber 6983, folio 213, Property No. 2), N 85 degrees 42 minutes 20 seconds East 86.14 feet to the point of beginning.

Containing 4983 square feet or 0.11 acre of land, more or less.

Said lands are conveyed subject to and together with, any and all conditions, restrictions, easements, or rights of ways of record and applicable thereto.

Said lands being part of the lands conveyed by the Maryland State Highway Administration to Washington County, Maryland.



## Agenda Report Form

### Open Session Item

**SUBJECT:** Contract Award (PUR-1481 Task Order 16) – Washington County Agriculture Education Center Indoor Multipurpose Building Commissioning Services

**PRESENTATION DATE:** May 16, 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 Agriculture Education Center Indoor Multipurpose Building Commissioning services to the lowest responsible, responsive bidder, Kibart, a Bowman Company, LLC of Towson, MD who submitted the total lump sum bid in the amount of \$81,850.

**REPORT-IN-BRIEF:** The work to be performed under this project includes integrated system design review, functional performance and testing, training, and operation and maintenance of the building mechanical, plumbing, electrical, HVAC, lighting, fire alarm, automated lavatory and facility systems for a new approximately 45,000 square foot multipurpose building designed to US Green Building Council LEED Silver standards.

The Commissioning Agent shall be contracted directly by the County and represent our interests in the design, construction, and warranty phases of the project. The request for services was solicited to the four remaining consultant teams under the County's Contract PUR-1481 Facility Design Services. Three (3) bids were submitted as indicated on the attached bid tabulation matrix.

**DISCUSSION:** The design contract for the facility was awarded on March 7<sup>th</sup>, 2023. The Commissioning Agent is integrated into the design process all the way through the operation and maintenance of the building. A major focus of the building design and LEED compliance will be energy efficiency and resource management. Not only are these major contributing point categories in the LEED design requirements, but will provide short and long term benefits in reducing the onsite water/sewer system sizes and long term energy resource demand and costs.

The Commissioning agent must be an independent third-party professional that is involved in the building design, construction and shop drawing review, system testing and performance, coordination with manufacturers, and establishing training and operational and maintenance plans.

**FISCAL IMPACT:** Funds are budgeted in the Division's Capital Improvement Project (CIP) account 30-11900-BLD112.

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bid Matrix Tabulation

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

**PUR-1481 Facility Design Services**

**Agriculture Education Center Multipurpose Indoor Building Commissioning**

Vendor	Total Lump Sum
Kibart, a Bowman Company, LLC Towson, MD	\$ 81,850.00
Alban Engineering, LLC Hunt Valley, MD	\$ 150,500.00
Burdette, Koehler, Murphy and Associates, Inc. Baltimore, MD	\$ 178,050.00



## Agenda Report Form

### Open Session Item

**SUBJECT:** Intergovernmental Cooperative Purchase (INTG-23-0119) One (1) New 2022 Ford F350 Pick Up Truck

**PRESENTATION DATE:** May 16, 2023

**PRESENTATION BY:** Rick Curry, CPPO, Director, Purchasing Department; Mark Bradshaw, P.E., Division Director, Environmental Management.

**RECOMMENDED MOTION:** Move to authorize by Resolution, for the Department of Water Quality to purchase one (1) New 2022 Ford F-350, Super Duty XL Regular Cab Pick Up Truck with a Utility Body from Apple Ford Lincoln Mercury of Columbia, MD for a total cost of \$57,969 and to utilize another jurisdiction's contract that was awarded by Baltimore County, MD Government, (Contract 00004504) to Apple Ford Lincoln Mercury.

**REPORT-IN-BRIEF:** The Code of Public Laws of Washington County, Maryland (the Public Local Laws) 1-106.3 provides that the Board of County Commissioners may procure goods and services through a contract entered into by another governmental entity, in accordance with the terms of the contract, regardless of whether the County was a part to the original contract. If the Board of County Commissioners determines that participation by Washington County would result in cost benefits or administrative efficiencies, it could approve the procurement of the equipment in accordance with the Public Local Laws referenced above that participation would result in cost benefits or in administrative efficiencies.

The County will benefit from the direct cost savings in the purchase of this equipment because of the economies of scale this contract has leveraged. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting and evaluating a bid. Acquisition of the vehicle by utilizing the Baltimore County Government contract and eliminating our county's bid process would result in administrative and cost savings for the Water Quality Department and Purchasing Department in preparing specifications.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted in the department's Capital Improvement Plan (CIP) budget account 37-40010-VEH007.

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Apple Ford Lincoln Mercury's, Quote Dated March 27, 2023





## Fleet/Government Sales

8800 Stanford Blvd. Columbia, MD 21045

MARCH 27, 2023

Quote for 2022 Ford F-350 Regular Cab Utility Riding Baltimore County Contract # **00004504**

Vehicle	2022 Ford F-350 4X4	\$62,500
6.2	6.2 V8 Gas	
UTL	9' Knapheide Utility Body	
	STOCK 227587F	
GPC	GOVERNMENT PRICE CONCESSION	-\$3,100
BCD	BALTIMORE COUNTY CONTRACT DISCOUNT	-\$1,450
TT	TEMP TAG	\$19
Color	OXFORD WHITE	
Interior	VINLY 40/20/40	
Delivery Days	7	
	<b>Net Price:</b>	<b>\$57,969</b>

Please contact me with any questions, changes, or to finalize your order. I look forward to hearing from you. You can reach me at 443-539-1281 or by e-mail at: [NRuby@AppleFord.com](mailto:NRuby@AppleFord.com).

Thank you,  
Noah Ruby

## RESOLUTION NO. RS-2023-

### *(Intergovernmental Cooperative Purchase [INTG-23-0119] One [1] New 2022 Ford F350 Pick Up Truck)*

#### RECITALS

The Code of Public Local Laws of Washington County, Maryland (the "Public Local Laws"), §1-106.3, provides that the Board of County Commissioners of Washington County, Maryland (the "Board"), "may procure goods and services through a contract entered into by another governmental entity in accordance with the terms of the contract, regardless of whether the county was a party to the original contract."

Subsection (c) of §1-106.3 provides that "A determination to allow or participate in an intergovernmental cooperative purchasing arrangement under subsection (b) of this section shall be by resolution and shall either indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justifications for the arrangement."

The Department of Environmental Management is requesting to purchase one (1) new 2022 Ford F-350, Super Duty XL Regular Cab Pick Up Truck with a Utility Body from Apple Ford Lincoln Mercury of Columbia, Maryland, and to utilize another jurisdiction's contract that was awarded by Baltimore County, Maryland, Government (Contract 0004504), for a total cost of \$57,969.

Utilizing the Baltimore County, Maryland Government contract and eliminating the County's bid process result in administrative and cost savings for the Department of Environmental Management. The County will benefit with direct cost savings because of the economy of scale the aforementioned contract has leveraged. Additionally, the County will realize administrative efficiencies and savings as a result of not preparing, soliciting, and evaluating bids.

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to §1-106.3 of the Public Local Laws, that the Department of Environmental Management is authorized to purchase one (1) new 2022 Ford F-350, Super Duty XL Regular Cab Pick Up Truck with a Utility Body from Apple Ford Lincoln Mercury of Columbia, Maryland, and to utilize the Baltimore County, Maryland, Government Contract 0004504 for a total cost of \$57,969.

Adopted and effective this \_\_\_\_ day of May, 2023.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

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

BY: \_\_\_\_\_  
John F. Barr, President

Approved as to form  
and legal sufficiency:

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

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



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Rejection of Bids (PUR-1610) Grinder Pump Packages for Department of Water Quality

**PRESENTATION DATE:** May 16, 2023

**PRESENTATION BY:** Rick F. Curry, CPPO, Purchasing Director; Mark Bradshaw, P. E., Director, Environmental Management

**RECOMMENDED MOTION:** Move to take action that is in the best interest of the County to reject all the bids without prejudice for the Grinder Pump Packages due to the bid specifications need revised and we are requesting permission to readvertise to solicit pricing for the grinder pump packages.

**REPORT-IN-BRIEF:** The Invitation to Bid (ITB) was advertised in the local newspaper, on the County's web site, and on the State of Maryland's web site, "*e-Maryland Marketplace Advantage*." Six (6) bids were received on Wednesday, April 5, 2023. The procurement was for eight (8) Liberty grinder systems packages. The systems are for inventory purposes.

**DISCUSSION:**

**FISCAL IMPACT:** N/A

**CONCURRENCES:** Division Director of Environmental Management

**ALTERNATIVES:** N/A

**ATTACHMENTS:** N/A

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



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Sole Source Procurement Award (PUR-1622) for Western Maryland Consortium Disconnected Youth Services in Washington County, Maryland

**PRESENTATION DATE:** May 16, 2023

**PRESENTATION BY:** Rick F. Curry, Director of Purchasing; Nicole Phillips, Grant Manager, Office of Grant Management

**RECOMMENDED MOTION:** Motion to approve a Sole Source procurement to the **Western Maryland Consortium** in the amount of \$50,687 for enhancements to existing programing offered to disconnected youth contingent upon approval of the funding award from the Governor's Office of Crime Prevention, Youth, and Victim Services and as approved by the Washington County Local Management Board at its January 20, 2023 meeting.

**REPORT-IN-BRIEF:** The purpose of the service to be provided is to fulfill the requirements contained in a Community Partnership Agreement to be entered into and dated on or about July 1, 2023, by and between the Board of County Commissioners of Washington County, Maryland and the State of Maryland acting through the Governor's Office of Crime Prevention, Youth, and Victim Services which, in turn, is acting through the Washington County Office of Grant Management (OGM). The contract is for a one-year period commencing on July 1, 2023 and ending June 30, 2024, with an option by the Board to renew for two (2) additional consecutive one (1) year periods through fiscal year 2026. It is the intent of the Local Management Board supported by the contract with the Governor's Office to support the operations of the Western Maryland Consortium for enhancements to existing programming offered to disconnected youth.

**DISCUSSION:** The OGM wishes to apply Section 1-106.2(a)(1) to the Code of Local Public Laws of Washington County, Maryland, to the procurement requested. This section states that sole source procurements are authorized and permissible when: (1) only one source exists that meets the County's requirements.

This request requires the approval of four (4) out of the five (5) 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 a notice of 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.

**FISCAL IMPACT:** The total funding allocated is \$50,687. No County funds are requested.

**CONCURRENCES:** The Local Management Board approves the submission of the proposal and recommends the acceptance of the award. Director of Purchasing concurs as to the permitted use of the Sole Source procurement request.

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

**ATTACHMENTS:** N/A

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



## Agenda Report Form

### Open Session Item

**SUBJECT:** Sole Source Procurement Award (PUR-1624) School Based Health Centers

**PRESENTATION DATE:** May 16, 2023

**PRESENTATION BY:** Rick F. Curry, Director of Purchasing; Nicole Phillips, Grant Manager, Office of Grant Management

**RECOMMENDED MOTION:** Move to award a Sole Source procurement to Meritus Medical Center in the amount of \$254,194 for Operating expenses of School Based Health Centers operated at Western Heights Middle School and South Hagerstown High School.

**REPORT-IN-BRIEF:** The purpose of the service to be provided is to fulfill the requirements contained in a grant agreement to be entered into and dated on or about July 1, 2023, by and between the Board of County Commissioners of Washington County, Maryland and the State of Maryland acting through the Maryland State Department of Health which, in turn, is acting through the Washington County Office of Grant Management (OGM). The contract is for a one-year period commencing July 1, 2023, and ending June 30, 2024, with an option by the Board to renew for two (2) additional consecutive years through fiscal year 2026. It is the intent of the Local Management Board supported by the contract with the Maryland State Department of Health to support the operations of the School Based Health Centers which is operated by Meritus Medical Center.

**DISCUSSION:** The OGM wishes to apply Section 1-106.2(a)(1) of the Code of Local Public Laws of Washington County, Maryland, to the procurement requested. This section states that sole source procurements are authorized and permissible when: (1) Only one source exists that meets the County's requirements.

This request requires the approval of four (4) of the five (5) 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.

**FISCAL IMPACT:** The total funding allocated is \$254,194. No county funds are requested.

**CONCURRENCES:** The Local Management Board recommends this award.

**ALTERNATIVES:** N/A

**ATTACHMENTS:** N/A