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**BOARD OF COUNTY COMMISSIONERS**  
**September 17, 2019**  
**OPEN SESSION AGENDA**

- 10:00 A.M. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE  
CALL TO ORDER, *President Jeffrey A. Cline*  
APPROVAL OF MINUTES – September 10, 2019
- 10:05 A.M. COMMISSIONERS’ REPORTS AND COMMENTS
- 10:15 A.M. REPORTS FROM COUNTY STAFF
- 10:25 A.M. CITIZENS PARTICIPATION
- 10:30 A.M. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-19-0019) MARYLAND STATE HIGHWAY ADMINISTRATION CONTRACT FOR LINE STRIPING AT VARIOUS LOCATIONS IN WASHINGTON COUNTY - *Brandi Naugle, CPPB, Buyer, Purchasing Department and Doug Levine, Traffic Supervisor, Highway Department*
- 10:35 A.M. BID AWARD (PUR-1438) LIQUID ROOF COATING SYSTEM AT THE HAGERSTOWN REGIONAL AIRPORT - *Brandi Naugle, CPPB, Buyer, Purchasing Department and Garrison Plessinger, Director, Hagerstown Regional Airport*
- 10:40 A.M. BUDGET TRANSFER FOR TERMINAL EXPANSION - *Garrison Plessinger, Director, Hagerstown Regional Airport*
- 10:45 A.M. BID AWARD (PUR-1436) AIRPORT TERMINAL BUILDING EXPANSION PROJECT - *Rick Curry, CPPO, Director, Purchasing Department, Garrison Plessinger, Director, Hagerstown Regional Airport and Mahesh Kukata, P.E., Airport Design Consultants Inc. (ADCI)*
- 10:50 A.M. SOLE SOURCE PROCUREMENT AWARD FOR SCHOOL BASED HEALTH CENTERS IN WASHINGTON COUNTY, MARYLAND - *Rick F. Curry, Director, Purchasing Department and Allison Hartshorn, Grant Manager, Office of Grant Management*
- 10:55 A.M. CONSTRUCTION BID AWARD – UNDERPASS WAY SIDEWALK EXTENSION - *Scott Hobbs, P.E., Director, Division of Engineering*
- 11:00 A.M. WASHINGTON GOES PURPLE CAMPAIGN - Council Woman Emily Keller, City of Hagerstown and Sheriff Douglas Mullendore, Washington County Sheriff’s Office
- 11:10 A.M. RECRUITMENT INCENTIVE PAY AND ACADEMY CONTRACTS - Sheriff Douglas Mullendore, Washington County Sheriff’s Office

11:15 A.M. REDLINE REVISION POLICY AND MINOR SITE PLANS WITHIN THE DIVISION OF PLAN REVIEW & PERMITTING -*Ashley R. Holloway, Director, Division of Plan Review & Permitting*

11:30 A.M. 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 a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.)*

04:00 P.M. RECESS

**EVENING MEETING AT THE TOWN OF SMITHSBURG**

*Location: 21 West Water Street, Smithsburg, MD*

06:00 P.M. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE  
CALL TO ORDER, *President Jeffrey A. Cline*

06:05 P.M. TOWN OF SMITHSBURG LEADERS' REPORTS AND COMMENTS

06:10 P.M. COMMISSIONERS' REPORTS AND COMMENTS

06:15 P.M. CITIZENS AWARD RECIPIENT – *Kevin Jeter, Jeter Paving Company, Inc.*

06:25 P.M. REPORTS FROM COUNTY STAFF

06:35 P.M. CITIZENS PARTICIPATION

06:40 P.M. ADJOURNMENT



## Agenda Report Form

### Open Session Item

**SUBJECT:** Intergovernmental Cooperative Purchase (INTG-19-0019) Maryland State Highway Administration Contract for Line Striping at Various Locations in Washington County.

**PRESENTATION DATE:** September 17, 2019

**PRESENTATION BY:** Brandi Naugle, CPPB, Buyer, Purchasing Department and Doug Levine, Traffic Supervisor, Highway Department

**RECOMMENDED MOTION:** To authorize by Resolution, for the Highway Department to utilize the Maryland State Highway Administration contract with Alpha Space Control Co., Inc. of Chambersburg, PA for line striping of 1,309,520 linear feet at \$.074 a linear foot on various roads within the County in the amount of \$96,904.48.

**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. The Maryland State Highway Administration solicited the resulting agreement. If the Board of County Commissioners determines that participation by Washington County would result in cost benefits or administrative efficiencies, it could approve the purchase of this service in accordance with the Public Local Laws referenced above by resolving that participation would result in cost benefits or in administrative efficiencies.

The County will benefit with the direct cost savings in the purchase of this service because of 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 this service by utilizing the Maryland State Highway Administration contract and eliminating our County's bid process would result in an administrative and cost savings for the Highway Department in preparing specifications and the Purchasing Department.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted in the department's account 515000-20-20050 for these services.

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Maryland State Highway Administration Contract.

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

If you would like to download a copy of this file [click here](#)  
 For additional information on Contract Number (492D61421) [click here](#)

MARYLAND STATE HIGHWAY ADMINISTRATION

03/06/2019

TABULATION OF BIDS

Proposal No: 492D61421                      Call Order: 400                      Counties: DISTRICT 6  
 Letting Date: 02/28/2019 12:00 PM              District: 6                      Contract Time : 12/31/2021      Completion Date  
 Projects: N/A  
 Proposal Description: LINE STRIPING AT VARIOUS LOCATIONS IN ALLEGANY AND WASHINGTON COUNTIES

Rank	Name	Total Bid	Over Low Bid
1	ALPHA SPACE CONTROL CO., INC.	1,071,250.00000	100.00
2	PARKING LOT PAINTING COMPANY	1,160,570.00000	108.34
3	DENVILLE LINE PAINTING, INC.	1,277,500.00000	119.25
4	OGLESBY CONSTRUCTION, INC.	1,368,250.00000	127.72
5	MIDLANTIC MARKING, INC.	1,508,090.00000	140.77

LINE NO	ITEM CODE	ITEM DESCRIPTION	UCM	QUANTITY	ALPHA SPACE CONTROL CO., INC.	AMOUNT
					UNIT PRICE	
PRELIMINARY						
1001	100000-EA	. ALLOWANCE FOR OUT OF DISTRICT MOB	EA	2.00000	500.00000	1,000.0
PRELIMINARY ITEMS TOTAL :						1,000.0
PAVING						
5001	500000-UD	. MECHANICAL BROOM	UD	75.00000	150.00000	11,250.0
5002	549001	5 INCH WHITE PAVEMENT MARKING PAINT	LF	6,000,000.00000	.07400	444,000.0
5003	549003	5 INCH YELLOW PAVEMENT MARKING PAIN	LF	6,000,000.00000	.07400	444,000.0
5004	549005	10 INCH WHITE PAVEMENT MARKING PAIN	LF	1,000,000.00000	.14800	148,000.0
5005	549007	10 YELLOW PAVEMENT MARKING PAINT LI	LF	400,000.00000	.05000	20,000.0
5006	549800	REMOVAL OF EXISTING PAVEMENT MARKIN	LF	10,000.00000	.30000	3,000.0
PAVING ITEMS TOTAL :						1,070,250.0
Vendor Total Bid :						1,071,250.0

LINE NO	ITEM CODE	ITEM DESCRIPTION	UCM	QUANTITY	OGLESBY CONSTRUCTION, INC.	AMOUNT
					UNIT PRICE	
PRELIMINARY						
1001	100000-EA	. ALLOWANCE FOR OUT OF DISTRICT MOB	EA	2.00000	500.00000	1,000.0
PRELIMINARY ITEMS TOTAL :						1,000.0
PAVING						
5001	500000-UD	. MECHANICAL BROOM	UD	75.00000	150.00000	11,250.0
5002	549001	5 INCH WHITE PAVEMENT MARKING PAINT	LF	6,000,000.00000	.09000	540,000.0
5003	549003	5 INCH YELLOW PAVEMENT MARKING PAIN	LF	6,000,000.00000	.09100	546,000.0
5004	549005	10 INCH WHITE PAVEMENT MARKING PAIN	LF	1,000,000.00000	.17400	174,000.0
5005	549007	10 YELLOW PAVEMENT MARKING PAINT LI	LF	400,000.00000	.19000	76,000.0
5006	549800	REMOVAL OF EXISTING PAVEMENT MARKIN	LF	10,000.00000	2.00000	20,000.0
PAVING ITEMS TOTAL :						1,367,250.0
Vendor Total Bid :						1,368,250.0



## Agenda Report Form

### Open Session Item

**SUBJECT:** Bid Award (PUR-1438) – Liquid Roof Coating System at the Hagerstown Regional Airport.

**PRESENTATION DATE:** September 17, 2019

**PRESENTATION BY:** Brandi Naugle, CPPB, Buyer, Purchasing Department and Garrison Plessinger, Director, Hagerstown Regional Airport.

**RECOMMENDED MOTION:** Move to award the contract for the Liquid Roof Coating System at the Hagerstown Regional Airport to the responsive, responsible bidder, Jake's Roof Restorations of Greencastle, PA for the total sum price of \$58,950.00

**REPORT-IN-BRIEF:** On July 24, 2019 the County issued an Invitation to Bid (ITB) for the subject services. The bid was advertised in the local newspaper, listed on the State's *eMaryland Marketplace* website and on the County's website. Thirteen (13) persons/companies registered and downloaded the bid document on-line. Three (3) bids were received as indicated on the bid tabulation matrix.

These services will provide the application of a liquid rood coating system on an existing 170' x 145', metal roof over a general aviation aircraft storage facility (T-Hangar No. 18) located at 18635 Jarkey Drive, Hagerstown, MD.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted in account 600200-35-45010-BLD088 for these services.

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bid Tabulation Matrix

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

PUR-1438

**LIQUID ROOF COATING SYSTEM  
AT HAGERSTOWN REGIONAL AIRPORT  
(T-Hanger No. 18)**

	<b>Jakulie LLC dba Jake's Roofing Restorations Greencastle, PA</b>	<b>CV Roofing Systems, LLC Shippensburg, PA</b>	<b>ACE Roof Coatings, Inc. dba ARC Rowlett, TX</b>
<b>Liquid Roof Coating System</b>	\$58,950.00	\$78,657.00	\$258,500.00
<b>TOTAL PRICE:</b>	<b>\$58,950.00</b>	<b>\$78,657.00*</b>	<b>\$258,500.00</b>

**Warranty - Alternate No. 1: (Add or Deduct)**

	<b>Jakulie LLC dba Jake's Roofing Restorations Greencastle, PA</b>	<b>CV Roofing Systems, LLC Shippensburg, PA</b>	<b>ACE Roof Coatings, Inc. dba ARC Rowlett, TX</b>
<b>Alternate No. 1</b>	\$11,917.44	\$76,107.00*	\$18,500.00

**Remarks/Exceptions:**

**Jakulie LLC dba Jake's Roofing Restorations**  
**15-year System**

**CV Roofing Systems, LLC.**

**\*Price of \$78,657.00 to include Met-A-Guard 15 Year Warranty**

**\*Price \$78,657.00 with the deduction of \$2,550.00 Met-A-Guard 10 Year Warranty  
(\$76,107.00)**

**ACE Roof Coatings, Inc. dba ARC**  
**15-Year Factory Labor**



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**Open Session Item**

**SUBJECT:** Budget transfer for terminal expansion

**PRESENTATION DATE:** September 17, 2019

**PRESENTATION BY:** Garrison Plessinger, Director, Hagerstown Regional Airport

**RECOMMENDED MOTION:** To approve the budget transfer for terminal expansion

**REPORT-IN-BRIEF:** Budget transfer will provide funding for local portion of project funding

**DISCUSSION:** There were two main factors causing the local share portion of the budget to increase.

1. Increased project cost from \$5.5m to \$6.5m.
2. Under estimate FAA ineligible costs

Availability of contractors and temporary facilities to house the passengers are the biggest factors for the additional project cost. Some portions of the café, airport offices, conference room and TSA area were deemed ineligible by the FAA (per FAA Order 5100.38D, Change 1 – Airport Improvement Program Handbook).

**FISCAL IMPACT:** \$207,000 increase

**CONCURRENCES:** NA

**ALTERNATIVES:** NA

**ATTACHMENTS:** Budget Adjustment Form, HGR Grant 61 Costs

**AUDIO/VISUAL NEEDS:** NA



# 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** Digitally signed by Kelcee Mace  
Date: 2019.09.09 10:22:17 -04'00'

Preparer, if applicable **Misty Rosenberry** Digitally signed by Misty Rosenberry  
Date: 2019.09.06 11:28:30 -04'00'

Department Head Authorization

Division Director / Elected Official Authorization

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) + / -
498710	35	45010	BLD082		OTHR	Capital Transfer - General	207,000
599999	35	45010	BLD082		CNST	Passenger Terminal Hold Room Expansion	207,000

Explain Budget Adjustment

Required Action by County Commissioners  No Approval Required  Approval Required Approval Date if Known





## Agenda Report Form

### Open Session Item

**SUBJECT:** Bid Award (PUR-1436) Airport Terminal Building Expansion Project

**PRESENTATION DATE:** September 17, 2019

**PRESENTATION BY:** Rick Curry, CPPO, Director, Purchasing Department, Garrison Plessinger, Director, Hagerstown Regional Airport and Mahesh Kukata, P.E., Airport Design Consultants Inc. (ADCI)

**RECOMMENDED MOTION:** Move to award the project to the responsive, responsible bidder, Callas Contractors, LLC of Hagerstown, MD for the lowest Total Base Bid amount of \$6,050,000.00, Alternate No. 2 in the amount of \$156,500.00, Alternate No. 3 in the amount of \$90,000.00, Alternate No. 4 in the amount of \$32,500.00 and Alternate No. 5 in the amount of \$62,000.00 for a Total Sum Bid of \$6,391,000.00 and contingent upon approval of the final contract by the County Attorney's Office.

**REPORT-IN-BRIEF:** Attached is the Bid Tabulation Sheet. The bid was advertised in the local newspaper, on the of the State of Maryland's eMMA (eMaryland Marketplace Advantage) web site and the County's web site. Eighty-six (86) persons/companies registered/downloaded the bid document on-line. Two (2) bids were received on August 13, 2019 as indicated on the attached Bid Tabulation Matrix. The work is to be completed within three hundred and sixty-five (365) consecutive calendar days from Notice to Proceed. If the work is not completed within the time period specified, the Contractor will be liable for liquidated damages of one thousand five hundred (1,500.00) dollars per consecutive calendar day will be applied. It is anticipated that the department will be submitting a budget transfer request to cover the additional monies needed for the project.

The passenger terminal at HGR currently has a hold room with a capacity of 100 passengers and is inadequate to support the current commercial service operations. These facilities were designed and built based on smaller regional aircraft and they have worked relatively well until the airline service has changed at HGR. In the recent years HGR's air service is primarily provided by leisure carrier Allegiant Air with service to Orlando, FL St. Pete – Clearwater, FL, Myrtle Beach, SC on larger A-319 and A-320 aircraft. Due to the use of larger aircraft with approximately 166 – 180 passengers, it has become very difficult to accommodate the arriving and departing passengers with the current facilities. The proposed project includes an addition of approximately 3,500 square foot to create additional holding room space to serve two commercial service aircraft at the same time. HGR currently has a ticket counter line set up with (6) 2 position counters and scales; a concession space in the public part of the main terminal and a small hold room with vending machines and limited seating and a single men's and women's restroom. Proposed project includes new IT infrastructure, new ticket counters, expanded hold room, relocated checkpoint, expanded restrooms on the secure side, rework of the outbound baggage system, expanded restrooms on

the secure side, a canopy for the ground support equipment, renovation of the existing terminal space with new flooring, wall finishes and HVAC systems

**DISCUSSION:** N/A

**FISCAL IMPACT:** The project is in the Airport's CIP budget (BLD082) with funding from the Federal Aviation Administration (FAA) and Maryland Aviation Administration (MAA), and Local, the budget balance as of September 2019 is \$3,530,000.00. The funding amounts are as follows:

FAA:	\$5,668,689.00
MAA:	\$314,927.50
Local:	\$506,657.50

**CONCURRENCES:** Federal Aviation Administration (FAA) and Maryland Aviation Administration (MAA)

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bid Tabulation Matrix

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

PUR-1436  
HAGERSTOWN REGIONAL AIRPORT TERMINAL BUILDING EXPANSION

	<b>Callas Contractors, LLC Hagerstown, MD</b>	<b>The Matthews Group, Inc. t/a TMG Construction Corporation Purcellville, VA</b>
Base Bid	\$6,050,000.00	\$7,146,074.00
Add Alternate No. 1 - Passenger Boarding Bridge and Interior Ramp	\$980,000.00	\$935,458.00
Add Alternate No. 2 - Main Terminal Flooring Replacement	\$156,500.00	\$203,697.00
Add Alternate No. 3 - Airline/Concession/Rental Car Counters	\$90,000.00	\$96,848.00
Add Alternate No. 4 - Main Terminal Paint and Wall Finishes	\$32,500.00	\$36,401.00
Add Alternate No. 5 - Exterior Canopies	\$62,000.00	\$110,249.00
Add Alternate No. 6 - New Generator	\$240,000.00	\$336,890.00



Open Session Item

**SUBJECT:** Sole Source Procurement Award for School Based Health Centers in Washington County, Maryland

**PRESENTATION DATE:** September 17, 2019

**PRESENTATION BY:** Rick F. Curry, Director, Purchasing Department and Allison Hartshorn, Grant Manager, Office of Grant Management

**RECOMMENDED MOTION:** Move to award a Sole Source procurement to the Meritus Medical Center, Inc. in the amount of \$190,365 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 services to be provided is included in the attached "Scope of Work". The contract is for a one-year period commencing July 1, 2019 and ending June 30, 2020, with an option by the Board to renew for three (3) additional consecutive one (1) year periods through fiscal year 2023. It is the intent of the Local Management Board supported by the award from the Maryland State Department of Education to support the operations of the School Based Health Centers which is operated by Meritus Medical Center, Inc.

**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 \$190,365. No county funds are requested.

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

**ALTERNATIVES:** N/A

**ATTACHMENTS:** School Based Health Centers Scope of Work

**AUDIO/VISUAL TO BE USED:** N/A

## School Based Health Centers

Meritus Medical Center, Inc. Scope of Work for services provided July 1, 2019 thru June 30, 2020

The purpose of this contract is to provide somatic healthcare services by a licensed medical clinician at two School Based Health Centers in Washington County. Services shall be delivered in accordance with the Washington County, Maryland School Based Health Center Memorandum of Understanding, dated November 27 2012, between Washington County Board of Education, Meritus Medical Center, Inc., and Washington County Office of Community Grant Management, an administrative agent of the Board of County Commissioners of Washington County, Maryland and the Washington County Local Management Board ("LMB"). Clinic healthcare services will be at Southagerstown High School and Western Heights Middle School with the possibility of expanding to future schools after a review is completed by representatives of Meritus Medical Center, Inc. and the OCGM in collaboration with Washington County Board of Education staff to determine the most appropriate sites.

In addition, Contractor shall comply with the provisions delineated in the Maryland School Based Health Center Standards document, dated April 2006 and any future amendments or revisions.



## Agenda Report Form

### Open Session Item

**SUBJECT:** Construction Bid Award – Underpass Way Sidewalk Extension

**PRESENTATION DATE:** September 17, 2019

**PRESENTATION BY:** Scott Hobbs, P.E., Director, Division of Engineering

**RECOMMENDED MOTION:** Move to award the Underpass Way Sidewalk Extension contract to the lowest responsive, responsible bidder, MIM Construction Inc. of Frederick, Maryland, in the amount of \$122,036.00.

**REPORT-IN-BRIEF:** The project was advertised in the Herald Mail, on the County’s website, and on the State of Maryland’s website, “eMaryland Marketplace Advantage (eMMA).” Six (6) bids were received and opened on Wednesday, September 4, 2019, as listed below and further detailed on the attached Bid Tabulation.

<u>Contractor:</u>	<u>Bid:</u>
MIM Construction Inc.	\$122,036.00
ECM Corporation	\$172,517.50
Advantage Landscape & Construction	\$197,192.44
Huntzberry Brothers, Inc.	\$199,785.00
Outdoor Contractors, Inc.	\$212,846.00
Priority Construction Corp.	\$267,777.85

The bids have been evaluated and the low bid from MIM Construction Inc. is in order. The bid from Advantage Landscape & Construction is non-responsive. The engineer’s estimate for this work is \$150,000.

**DISCUSSION:** The project involves installation of 650 linear feet of sidewalk along Underpass Way between the Halfway Boulevard Bridge over Underpass Way and the existing sidewalk installed as part of the Underpass Way at Railway Lane traffic signal project. The work includes grading, curb ramps, signage, pavement markings, and construction of a retaining wall. The project was designed to comply with American with Disabilities Act (ADA) standards.

This is a 60 consecutive calendar day contract. The anticipated Notice to Proceed is in early October 2019, with an anticipated completion date in December 2019. Work performed for this project will require shoulder or lane closures. The bid documents include liquidated damages in the amount of \$500.00 per calendar day for work beyond the completion date.

**FISCAL IMPACT:** This is a budgeted Capital Improvement Plan (CIP) project (RDI062). Total expenses are estimated at \$142,036.00, which includes \$122,036.00 for the proposed bid award, \$10,000 for inspection/testing, and \$10,000 for construction contingency.

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bid Tabulation, Aerial Map

**AUDIO/VISUAL TO BE USED:** Yes (Aerial Map)

**WASHINGTON COUNTY DIVISION OF ENGINEERING  
 BID TABULATION  
 UNDERPASS WAY SIDEWALK  
 Contract No. MS-UW-271-28**

**Bid Opening: SEPTEMBER 4, 2019 AT 2:00PM**



DESCRIPTION	ITEM NO.	QTY.	UNIT	MIM Construction, Inc Frederick, MD		ECM Corporation Jessup, MD		Huntzberry Brothers, Inc Smithsburg, MD		Advantage Landscape & Construction Hagerstown, MD		Outdoor Contractors, Inc Hancock, MD		Priority Construction Corp Baltimore, MD	
				UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL
Clearing and Grubbing	101	1	L.S.	1,500.00	1,500.00	3,500.00	3,500.00	14,400.00	14,400.00	9,776.00	9,776.00	4,000.00	4,000.00	12,275.70	12,275.70
Mobilization	102	1	L.S.	16,475.00	16,475.00	5,000.00	5,000.00	27,775.00	27,775.00	8,500.00	8,500.00	14,000.00	14,000.00	41,422.95	41,422.95
Maintenance of Traffic	103	1	L.S.	5,000.00	5,000.00	12,500.00	12,500.00	35,000.00	35,000.00	47,539.00	47,539.00	28,000.00	28,000.00	34,330.50	34,330.50
Temporary Traffic Signs	104	100	S.F.	25.00	2,500.00	18.00	1,800.00	30.00	3,000.00	0.00	0.00	14.00	1,400.00	14.70	1,470.00
Drums for Maintenance of Traffic	105	25	EA.	65.00	1,625.00	65.00	1,625.00	120.00	3,000.00	0.00	0.00	75.00	1,875.00	109.55	2,738.75
Construction Stakeout	106	1	L.S.	4,000.00	4,000.00	4,500.00	4,500.00	4,000.00	4,000.00	4,500.00	4,500.00	1,800.00	1,800.00	6,944.15	6,944.15
Orange Construction Fence	107	600	L.F.	1.75	1,050.00	5.00	3,000.00	3.00	1,800.00	4.82	2,892.00	4.00	2,400.00	3.65	2,190.00
Unclassified Excavation	201	150	C.Y.	45.00	6,750.00	65.00	9,750.00	25.00	3,750.00	3.86	579.00	85.00	12,750.00	75.60	11,340.00
Select Backfill	202	100	C.Y.	67.00	6,700.00	80.00	8,000.00	50.00	5,000.00	34.86	3,486.00	30.00	3,000.00	94.50	9,450.00
Removal and Disposal of Existing Pavement and Sidewalk	203	65	C.Y.	50.00	3,250.00	80.00	5,200.00	50.00	3,250.00	8.90	578.50	160.00	10,400.00	144.95	9,421.75
Removal and Disposal of Existing Curb and Gutter	204	150	L.F.	7.50	1,125.00	15.00	2,250.00	12.00	1,800.00	15.00	2,250.00	30.00	4,500.00	21.40	3,210.00
Full Depth Saw Cuts	205	225	L.F.	4.50	1,012.50	5.00	1,125.00	4.00	900.00	4.50	1,012.50	7.00	1,575.00	4.40	990.00
Filter Log	301	600	L.F.	10.50	6,300.00	4.00	2,400.00	4.50	2,700.00	8.25	4,950.00	3.00	1,800.00	12.55	7,530.00
Inlet Protection	302	3	EA	325.00	975.00	250.00	750.00	400.00	1,200.00	500.00	1,500.00	300.00	900.00	472.60	1,417.80
Segmental Block Retaining Wall	401	825	S.F.	28.50	23,512.50	45.00	37,125.00	45.00	37,125.00	44.65	36,840.00	51.25	42,281.25	35.40	29,205.00
8" GAB	501	175	S.Y.	10.00	1,750.00	20.00	3,500.00	9.00	1,575.00	9.50	1,662.50	11.88	2,079.00	28.80	5,040.00
9.5 mm HMA surface	502	20	TON	175.00	3,500.00	200.00	4,000.00	110.00	2,200.00	99.00	1,980.00	137.50	2,750.00	223.70	4,474.00
19.0 mm HMA Base	503	35	TON	150.00	5,250.00	150.00	5,250.00	100.00	3,500.00	86.00	3,010.00	116.25	4,068.75	207.95	7,278.25
Pavement Marking Paint, 5" Wide Lines	504	500	L.F.	1.65	825.00	1.00	500.00	1.65	825.00	6.00	3,000.00	1.75	875.00	4.55	2,275.00
Pavement Marking Paint, 12" Cross Walk	505	200	S.F.	2.75	550.00	10.00	2,000.00	2.75	550.00	6.00	1,200.00	3.00	600.00	11.65	2,330.00
Pavement Marking Paint, 24" Wide Stopbar	506	32	S.F.	5.50	176.00	25.00	800.00	5.00	160.00	9.37	299.84	6.00	192.00	23.30	745.60
5 inch Concrete Sidewalk, 5 ft wide	601	2950	S.F.	4.00	11,800.00	8.65	25,517.50	7.00	20,650.00	9.00	26,550.00	12.00	35,400.00	10.75	31,712.50
Standard Type D curb	602	525	L.F.	14.00	7,350.00	35.00	18,375.00	33.00	17,325.00	30.00	15,750.00	46.00	24,150.00	38.90	20,422.50
Detectable Warning Surfaces for Curb Ramps	603	60	S.F.	30.00	1,800.00	40.00	2,400.00	27.50	1,650.00	18.00	1,080.00	60.00	3,600.00	43.55	2,613.00
Place Furnished Topsoil, 4" Depth	701	450	S.Y.	5.50	2,475.00	10.00	4,500.00	5.00	2,250.00	21.72	9,774.00	5.00	2,250.00	16.40	7,380.00
Turfgrass Establishment	702	450	S.Y.	2.00	900.00	5.00	2,250.00	1.00	450.00	3.74	1,683.00	5.00	2,250.00	5.05	2,272.50
New Signs	801	30	SF	55.00	1,650.00	50.00	1,500.00	55.00	1,650.00	126.67	3,800.10	55.00	1,650.00	70.60	2,118.00
Remove/Relocate Existing Signs	802	4	EA	270.00	1,080.00	250.00	1,000.00	275.00	1,100.00	150.00	600.00	275.00	1,100.00	567.10	2,268.40
Galvanized Steel Beam Sign Posts	803	30	LF	38.50	1,155.00	80.00	2,400.00	40.00	1,200.00	80.00	2,400.00	40.00	1,200.00	97.05	2,911.50
<b>Total</b>					<b>\$ 122,036.00</b>		<b>\$ 172,517.50</b>		<b>\$ 199,785.00</b>		<b>\$ 197,192.44</b>		<b>\$ 212,846.00</b>		<b>\$ 267,777.85</b>

\*denotes mathematical error



# Underpass Way Side walk Extension





Open Session Item

**SUBJECT:** Washington Goes Purple Campaign

**PRESENTATION DATE:** September 17, 2019

**PRESENTATION BY:** Council Woman Emily Keller, City of Hagerstown and Sheriff Douglas Mullendore, Washington County Sheriff's Office

**RECOMMENDED MOTION:** For Informational Purposes

**REPORT-IN-BRIEF:** Washington Goes Purple Campaign is an awareness and prevention program to educate on pain medications being synthetic opioids.

**DISCUSSION:** Washington Goes Purple is focused on preventing addiction and spreading awareness in our community. We have partnered with Washington County Public Schools to provide weekly messaging for all ages to take a stand against substance abuse and promote positive mental health practices. In addition to educating our kids, we have done multiple drug take back events and are dedicated to encouraging our adult population to lock up and properly dispose of their medication. This is a partnership with our schools, government, the business community, the faith based community and every single citizen to provide hope, educate our youth, and prove that together we can heal our community and combat addiction. The opioid epidemic is growing across the quad state region and Washington County is severely impacted by this epidemic. Many of the people who become addicted to heroin start out with the misuse of pain killer medications that are nothing but synthetic opiates. We need to educate our youth and others on how to prevent becoming addicted by refusing to take prescribed pain killers unless absolutely needed and then only for a very short period of time. Our only way out of this epidemic is to prevent the misuse of synthetic opiates and thus prevent addiction.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** None

**ALTERNATIVES:** None

**ATTACHMENTS:** None

**AUDIO/VISUAL NEEDS:** None



Open Session Item

**SUBJECT:** Recruitment Incentive Pay and Academy Contracts

**PRESENTATION DATE:** September 17, 2019

**PRESENTATION BY:** Sheriff Douglas Mullendore, Washington County Sheriff's Office

**RECOMMENDED MOTION:** Move to accept the proposal and contracts

**REPORT-IN-BRIEF:** The Sheriff's Office is experiencing difficulty in attracting new recruits for sworn deputies. The Recruitment Incentive Pay is designed to assist in attracting applicants for sworn deputies when positions are open.

**DISCUSSION:** Law Enforcement agencies across the State are experiencing difficulty in recruiting applicants to be certified police officers. Public scrutiny, low pay, and other things have been dwindling the pool of applicants for several years now. The Sheriff's Office is competing with other law enforcement agencies that are paying higher salaries and also paying recruitment incentive pay in most cases. The Sheriff's Office needs to remain competitive in order to be a player in the market for new recruits. Therefore, we are asking the Commissioners to approve contracts for new recruits and lateral transfer certified officers that will pay them \$2,500.00 per year for two years upon acceptance of employment with the Sheriff's Office. They would be required by contract to reimburse the recruitment incentive pay if they leave employment with the Sheriff's Office within 3 years of their hire date. These funds will come from the savings in salaries based on the open positions we have at the time so there is no increase in the budget to implement the recruitment incentive pay. At the same time, we are implementing a contract that would require a new recruit going through a police academy to be responsible for the cost of the police academy training (\$2,500.00) should they leave employment before they have been employed for three years.

**FISCAL IMPACT:** No fiscal impact as the funds will come from salaries of open positions.

**CONCURRENCES:** County Attorney's Office has reviewed the contracts for legal sufficiency.

**ALTERNATIVES:** Leave things the way they are.

**ATTACHMENTS:** Two contracts for new hires and for lateral transfers.

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

**RECRUITMENT INCENTIVE PAY AGREEMENT**

This Incentive Pay Agreement (“**Agreement**”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the Washington County Sheriff’s Office, (“**WCSO**”) and \_\_\_\_\_, (“**Trainee**”), provides as follows.

WHEREAS, the WCSO has offered the Trainee the opportunity for employment as a Sworn Deputy Sheriff, who is already certified as a Police Officer by the State of Maryland Police and Standards Training Commission, and

WHEREAS, the WCSO is providing a Recruitment Incentive Pay of \$5,000.00 over two (2) years (\$2,500 each year), and

WHEREAS, the WCSO is desirous of entering into an agreement to require reimbursement of this Recruitment Incentive Pay by the Trainee under certain circumstances as hereinafter set forth.

NOW THEREFORE and in consideration and in consideration of the mutual promises hereinafter contained between the WCSO and the Trainee the parties agree as follows:

1. In consideration of the Trainee accepting employment as a sworn deputy sheriff, the WCSO agrees to pay to the Trainee the Recruitment Incentive Pay over a two-year period, \$2,500.00 per year, for a total of \$5,000.00.
2. If the Trainee serves in the capacity of a sworn deputy sheriff for three (3) full years of employment, the Trainee is then under no obligation to repay the WCSO the Recruitment Incentive Pay.
3. If the Trainee leaves the WCSO, whether through resignation or dismissal prior to the end of three (3) years of employment with the WCSO, the Trainee shall reimburse the WCSO for any Recruitment Incentive Pay paid to the Trainee to that point, no later than thirty (30) days after the severance from employment.
4. This Agreement shall not be construed as a Contract of employment or a guaranty of employment for any fixed term with the Washington County Sheriff’s Office, either as a Sworn Deputy, or in any other position or capacity.
5. This Agreement shall be governed exclusively by the laws of the State of Maryland. The WCSO shall have the right to assign its rights and obligations pursuant to this Agreement to any affiliated entity or successor. The Trainee shall not assign this Agreement or any of his/her rights or responsibilities hereunder, and any attempt to make such assignment shall be void and unenforceable. This Agreement may only be modified by a subsequent document in writing signed by both parties.

IN WITNESS WHEREOF the parties hereunto set their hands the day and year first above written.

WITNESS:

WASHINGTON COUNTY  
SHERIFF’S OFFICE TRAINEE

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

---

Print Name

---

Print name

SHERIFF, WASHINGTON COUNTY

---

Signature

---

Print name

## POLICE ACADEMY TRAINING AND RECRUITMENT INCENTIVE PAY AGREEMENT

This Police Academy Training and Recruitment Incentive Pay Agreement (“**Agreement**”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the Washington County Sheriff’s Office, (“**WCSO**”) and \_\_\_\_\_, (“**Trainee**”), provides as follows.

WHEREAS, the WCSO has offered the Trainee the opportunity of attending a State of Maryland Police and Standards Training Commissions approved Police Academy, (“**Academy**”), at the WCSO’s expense and on the conditions set forth below, to prepare him/her for potential employment with the Washington County Sheriff’s Office, (“**WCSO**”), and

WHEREAS, the cost to the WCSO of providing this training to the Trainee is in excess of \$2,500.00, and

WHEREAS, the WCSO is providing a Recruitment Incentive Pay of \$5,000.00 over two (2) years (\$2,500.00 each year), and

WHEREAS, the WCSO is desirous of entering into an agreement to require reimbursement of these expenses by the Trainee under certain circumstances as hereinafter set forth.

NOW THEREFORE and in consideration and in consideration of the mutual promises hereinafter contained between the WCSO and the Trainee the parties agree as follows:

1. Upon acceptance by the Trainee of this Agreement and enrollment in the Academy, the WCSO agrees to pay the total training expenses of up to \$2,500.00 (“**Training Expense**”) for the Trainee’s attendance at the Academy.

The Training Expense includes:

- Academy tuition
  - Field officer training
  - Ammunition used for training purposes
2. In consideration of the Trainee’s acceptance of this agreement, enrollment in the Academy, and acceptance of employment with the WCSO, the WCSO agrees to pay to the Trainee the Recruitment Incentive Pay over a two-year period, \$2,500.00 per year, for a total of \$5,000.00.
  3. Upon successful completion of the Academy, if the Trainee is certified by the Maryland Police and Standards Training Commission to the position of police officer with the Washington County Sheriff’s Office and serves in that capacity for three (3) full years immediately following graduation from the Academy, the Trainee shall then be under no obligation to repay the WCSO the Training Expense or Recruitment Incentive Pay.
  4. If the Trainee voluntarily withdraws or resigns from the Academy or is involuntarily terminated or dismissed from the Academy before graduation due to performance, misconduct, or any other reason the WCSO finds unsatisfactory, the Trainee shall reimburse the WCSO the Training Expense and the Recruitment Incentive Pay paid by the WCSO to the Trainee to that point. This reimbursement shall be paid by the Trainee no later than thirty (30) days following the Trainee’s departure from the Academy or termination from the WCSO.

5. If, after successfully completing and graduating from the Academy, the Trainee's employment with the WCSO is terminated, either by resignation or involuntary termination, less than three (3) full years after the Trainee's hire date, the Trainee shall reimburse the WCSO any Recruitment Incentive Pay which has been paid to the Trainee as of the time of termination and the cost of the Academy Training (\$2,500.00).
6. This Agreement shall not be construed as a Contract of employment or a guaranty of employment with the Washington County Sheriff's Office as a Sworn Deputy or any other position.
7. This Agreement shall be governed by the laws of the State of Maryland, exclusive of its conflict of laws, provisions or that of any other State. The WCSO has the right to assign this Agreement to any affiliated entity or successor. The trainee is not permitted to assign this Agreement or any of his/her rights or responsibilities hereunder. This Agreement may only be modified by a subsequent document in writing signed by both parties.

IN WITNESS WHEREOF the parties hereunto set their hands the day and year first above written.

WITNESS:

WASHINGTON COUNTY  
SHERIFF'S OFFICE TRAINEE

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print name

SHERIFF, WASHINGTON COUNTY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name



**Open Session Item**

**SUBJECT:** Redline Revision Policy and Minor Site Plans within the Division of Plan Review & Permitting

**PRESENTATION DATE:** September 17, 2019

**PRESENTATION BY:** Ashley R. Holloway, Director, Division of Plan Review & Permitting

**RECOMMENDED MOTION:** For Informational Purposes Only

**REPORT-IN-BRIEF:** Brief the Board of County Commissioners on the Redline Revision policy and what submissions are deemed minor site plans.

**DISCUSSION:** The purpose of a Redline Revision is to allow for proposed minor changes of a previously approved site plan to be reviewed and approved in an expedited manner. Redline Revisions are only reviewed and approved by the Division of Plan Review and Permitting. Site plans are deemed “minor” based on the amount of constructional or functional changes being proposed to the property.

**FISCAL IMPACT:** None

**CONCURRENCES:** Chief of Plan Review

**ATTACHMENTS:** Redline Revision Policy





DIVISION OF  
PLAN REVIEW & PERMITTING

# MEMORANDUM

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TO: Staff, Customers, and Consultants

FROM: Ashley R. Holloway, Director of Plan Review & Permitting

DATE: August 29, 2019

SUBJECT: Redline Revision Policy

COPY: Robert Slocum, County Administrator

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Please be advised of the Redline Revision Policy that is in effect:

The purpose of a Redline Revision is to allow for proposed minor changes of a previously approved plan to be reviewed and approved in an expedited manner. Below is the criteria for a Redline Revision:

- Plans can only be approved to be submitted as a Redline Revision by the Director of Plan Review & Permitting.
- Minor changes and explanation must be done in red ink.
- Minor changes can only be reviewed and approved by Division of Plan Review & Permitting. Minor changes requiring approval from an outside agency will not be accepted as a Redline Revision.
- Up to three (3) Redline Revision submission for the same plan will be accepted. Any additional minor changes thereafter will not be accepted as a Redline Revision.

Questions pertaining to Redline Revisions contact Director Holloway at (240) 313-2443 or [aholloway@washco-md.net](mailto:aholloway@washco-md.net).



## MAYOR AND COUNCIL

21 W. Water Street, P.O. Box 237, Smithsburg, MD 21783

Town Office: 301-824-7234 Fax: 301-824-6219

[www.townofsmithsburg.org](http://www.townofsmithsburg.org)

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Stephen Goodrich, Director  
Washington County Department of Planning and Zoning  
100 W. Washington Street, Suite 2600  
Hagerstown, MD 21740

Mr. Goodrich,

The Mayor and Council of the Town of Smithsburg along with the Town Planning Commission have been working with the developer of land recently annexed into the Town at the northeast quadrant of Leitersburg-Smithsburg Road (MD 64) and Wolfsville Road (MD 77). As part of these discussions with the developer, the location of the public sewer service area delineated in the 2009 Sewerage Plan for these properties appears inconsistent with the more recently adopted Plans by the County and the Town. We acknowledge that this boundary was adopted to correlate with the adopted Town Growth Area in place at the time. However, since the adoption of the 2009 Sewerage Plan both the Town (in 2012) and the County (in 2015) have reviewed the growth area boundary in this location and expanded those boundaries to include all Cloverly properties.

With these changes to the Town Growth Area Boundary in both the Town and County Comprehensive Plans, the effect is that growth is projected to these areas and that they should be served by public sewer facilities. However, the County has not yet updated the public sewer service area boundaries in the Sewerage Plan to align with these decisions. As such the service areas bisect two of the Cloverly properties designating them with a portion as S5 and a portion as S7.

This split designation is causing hindrances to the progress of the Cloverly project. For this reason, the Mayor and Council are hereby respectfully asking the County to amend the sewer service area boundaries to match those of the growth area boundary and revise the designation to S1, since the development plans are underway.

The Mayor and Council of the Town of Smithsburg thank you in advance for your prompt attention to this matter. If you have any questions please feel free to contact our Development Coordinator Randy Dick at 301-991-3502 or by email at [rdick@townofsmithsburg.org](mailto:rdick@townofsmithsburg.org).

Respectfully,

Jack Kesselring  
Mayor of Smithsburg