

**BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY
Hagerstown, Maryland**

June 13, 2017

INVOCATION AND PLEDGE OF ALLEGIANCE

President Barr offered the Invocation followed by the Pledge of Allegiance to the Flag by the full assemblage.

CALL TO ORDER

President Terry L. Baker called the regular meeting of the Board of County Commissioners of Washington County, Maryland, to order at 10:06 a.m. at 100 West Washington Street, Room 1113, with the following members present: Vice President Jeffrey A. Cline, Wayne K. Keefer, LeRoy E. Myers, Jr., and John F. Barr.

APPROVAL OF MINUTES – JUNE 6, 2017

Commissioner Keefer, seconded by Commissioner Cline, moved to approve the minutes of June 6, 2017. The motion passed unanimously.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Keefer thanked all emergency staff who responded to 100 West Washington Street for their support during the smoke alarm this morning due to a faulty air conditioner unit.

Commissioner Barr attended the MD Banker's Association conference last week, which consisted of two days of training and seminars. In addition, he stated he was asked to be a Moderator for the Summer Agri-Tourism Symposium held at the Baltimore County Agricultural Facility on June 12th; at which there was approximately 75 people in attendance from across the State.

Commissioner Baker congratulated all 28 graduates of the most recent class (Class 30) of Leadership Washington County.

REPORTS FROM COUNTY STAFF

Stephanie Stone, Health and Human Services, requested to fill the vacant Administrative Assistant (Grade 9, Step 2 - \$37,010 including July 2017 increase) position in the Division of Engineering Construction Management, Engineering Department (vacated by Krista Hart – promoted to Executive Assistant to the County Administrator) with Monica Lindsay, currently a Permit Technician in the Division of Engineering and Construction Management, Permitting Department. In addition to the position request, Stephanie Stone also requested authorization to advertise the Permit Technician position, which would be vacated by Monica Lindsay's promotion.

Commissioner Barr, seconded by Commissioner Myers, moved to approve the promotion of Monica Lindsay to the position of Administrative Assistant within the Engineering Department, and to approve the advertisement of the Permit Technician, Permitting Department. The motion passed unanimously.

Sarah Sprecher, Assistant County Administrator, updated the Commissioners on the More Jobs for Marylanders Act of 2017. She stated that guidelines will be established for businesses and that the County is prepared for those guidelines and is working with Department of Commerce Representative, Andrew Sargent, on the release of that information.

Rob Slocum, County Administrator, announced that on Wednesday, June 21, 2017, an informational meeting will be held by the Maryland State Highway Administration at South Hagerstown High School between the hours of 5:30 P.M. – 8:00 P.M. regarding the interchange of I70 and MD65. This will be the second public meeting held.

CITIZENS' PARTICIPATION

No citizens attending the meeting wished to participate.

MARYLAND AGRICULTURAL LAND PRESERVATION (MALPF) FINAL CERTIFICATION REPORT APPROVAL

Eric Seifarth, Rural Preservation Administrator, stated that every three (3) years the Land Preservation staff is required to prepare and submit a Certification Report so as to retain an additional 42% (total 75% retention) of State agricultural transfer taxes. He stated that the Agricultural Land Preservation staff will submit the certification report to MDP and MDA after the Board of County Commissioners approves the report.

Commissioner Barr, seconded by Commissioner Myers, moved to approve the proposed Final Certification Report of the Washington County Agricultural Land Preservation Program for presentation to the Maryland Departments of Planning and Agriculture for approval. The motion passed unanimously.

BID AWARD (PUR-1352) – INFORMATION TECHNOLOGY AND RELATED ELECTION TECHNICAL SERVICES FOR THE WASHINGTON COUNTY BOARD OF ELECTIONS

Karen Luther, Director of Purchasing; Barry Jackson, Deputy Director and Bruce Field, President, Washington County Board of Elections, requested the award of a contract for Information Technology and Related Election Technical Services for the Washington County Board of Elections to the responsible, responsive bidder, IT Election Services, LLC of Hagerstown, MD, who submitted the lowest (annual) Total Bid Price in the amount of \$49,920.00. The contract will be for a one-year period tentatively commencing on July 1, 2017, with an option by the County to renew for up to three (3) additional consecutive one-year periods, subject to written notice given by the County at least sixty (60) calendar days in advance of each expiration date. Funding in the amount of \$50,000 has been approved in the FY'18 budget under Contracted/Purchased Service for these requested services.

Commissioner Barr, seconded by Commissioner Keefer, moved to award the contract for Information Technology and Related Election Technical Services for the Washington County Board of Elections to the responsible, responsive bidder, IT Election Services, LLC of Hagerstown, MD, who submitted the lowest bid in the amount of \$49,920.00. The motion passed unanimously.

CONTRACT AWARD (PUR-1345) – LANDFILL MONITORING SERVICES - REQUIREMENTS CONTRACT

Karen Luther and David Mason, Deputy Director of Environmental Management, Department of Solid Waste, requested the award of a contract to the responsive, responsible proposer, Barton & Loguidice of Camp Hill, PA, with the lowest total (annual) proposal amount of \$87,051.10, for Landfill Monitoring Services at five (5) landfill locations for the Department of Solid Waste. Bids received for these services were: Barton & Loguidice of Camp Hill, PA, \$87,051.10; Environmental Alliance, Inc. of Glen Burnie, MD, \$102,565.00; and P. Joseph Lehman, Inc. of Duncansville, PA, \$114,359.50. Landfill Monitoring Services funding for monitoring of groundwater, surface water, domestic wells, gas migration monitoring, and NPDES storm water at applicable department landfill sites is from the specific departments' budgets in Fund21.

Commissioner Myers, seconded by Commissioner Barr, moved to award the contract for PUR-1345 for Landfill Monitoring Services Requirements to the responsive, responsible proposer, Barton & Loguidice of Camp Hill, PA, for the lowest total proposal amount of \$87,051.10. The motion passed unanimously.

FY 2018 ANNUAL PROGRAM OPEN SPACE PROGRAM

Jim Sterling, Director, Public Works, discussed the FY 2018 Program Open Space (POS) projects funding as recommended by the Washington County Recreation and Parks Advisory Board. He stated that the anticipated POS allocation for FY 2018 is \$773,841. Requests for consideration of POS funds were submitted from various municipalities: the Board of Education, Hagerstown Community College, City of Hagerstown, and Washington County. After adoption by the County Commissioners, program sponsors will be notified and approval letters will be issued. The recommendations are as follows: Boonsboro: Park Trail, Phase III - \$60,000; Hagerstown: City Park Play Equipment- \$90,000, Park Amenities, Various Projects - \$36,000; Funkstown: Land Acquisition Project - \$143,460; Hancock: Kirkwood/Widmeyer Park Pedestrian Trail - \$49,000; Smithsburg: Veterans Park Walking Trail - \$54,000; Williamsport: Potomac Street Acquisition- \$50,000; BOE: Boonsboro High Tennis Courts - \$22,687; Keedysville: Park Pavilion Upgrades Roof Replacement - \$20,250; Washington County: Regional Park Playground - \$83,000, MLS Pool Sun Shades - \$9,000, Ag Center Land Development Horse Ring, Access Rd - \$66,444, Patching, Overlay, Chip Seal Various Parks - \$45,000, BRGC Maintenance Building Roof Replacement - \$45,000.

Commissioner Cline, seconded by Commissioner Keefer, moved to approve the Annual FY 2018 POS Program as presented and recommended by the Washington County Recreation and Parks Advisory Board. The motion passed unanimously.

2017 – 2018 PROPERTY AND CASUALTY INSURANCE RENEWALS

Tracy McCammon, Risk Management Administrator - Health and Human Services, and Patrick Hancock, AON Risk Solutions (AON), requested to renew policies in place during the year (liabilities policies with Travelers Insurance Company, property and equipment policies with Local Government Insurance Trust, and airport liability policy with Global Aerospace). Ms. McCammon advised that the renewal quotes from the insurance carriers show a total increase of \$17,122 over last year's actual, a 1.5% increase for Fiscal Year 2018. AON was able to negotiate renewal quotes from carriers well within the 8% budget increases.

Commissioner Keefer, seconded by Commissioner Barr, moved to renew the policies in place for liability with Travelers Insurance Company, property and equipment policies with Local Government Insurance Trust, and airport liability policy with Global Aerospace as presented. The motion passed unanimously.

BID AWARD (PUR-1349) – GROUNDS MAINTENANCE FOR VARIOUS COUNTY DEPARTMENTS

Rick Curry, Buyer, Purchasing Department, recommended bid awards for Grounds Maintenance for Various County Departments (PUR-1349) to the responsible companies with the lowest responsive bids that met the specifications for each chemical item. The contract primarily provides the needed chemicals for the Black Rock Golf Course, Highway Department, and Department of Water Quality. The City of Hagerstown may also use the contract if desired by the City. The contract term is for one year tentatively commencing July 1, 2017 and ending June 30, 2018. The Commissioners drew lots to award for tie bids for Item No. 1 and Item No. 13, pursuant to Section 2.9 of the Washington County Purchasing Policy.

Item #1: Helena Chemical Company - \$465.00/gal.; Item #2: SiteOne Landscape Supply - \$38.48/gal.; Item #3: Crop Production Services - \$48.55/gal.; Item #4: Crop Production Services - \$299.00/gal.; Item #5: Landscape Supply - \$104.00/gal.; Item #6: Crop Production Services - \$43.14/gal.; Item #7: Landscape Supply - \$13.42/lb.; Item #8: Crop Production Services - \$44.99/gal.; Item #9: Landscape Supply - \$28.90/gal.; Item #10: Helena Chemical Company - \$46.00/gal.; Item #11: Landscape Supply - \$60.00/lb.; Item #12: Landscape Supply - \$7.25/lb.; Item #13: Crop Production Services - \$417.00/gal.; Item #14: Crop Production Services - \$44.40/gal.; Item #15: Landscape Supply - \$281.00/case; Item #16: SiteOne Landscape Supply - \$48.95/gal.; Item #17: Crop Production Services - \$44.99/gal.; Item #18: Landscape Supply - \$102.00/gal.; Item #19: Crop Production Services - \$123.75/gal.; Item #20: Crop Production Services - \$499.40/case; Item #21: Crop Production Services - \$11.99/gal.; Item #22: Landscape Supply - \$329.00/gal.; Item #23: Crop Production Services - \$32.93/gal.; Item #24: Crop Production Services - \$21.20/gal.; Item #25: Landscape Supply - \$149.00/gal.; and Item #26: Crop Production Services - \$16.97/gal.

Commissioner Barr, seconded by Commissioner Myers, moved to award the various contracts for Ground Maintenance for Various County Departments (PUR-1349) as presented. The motion passed unanimously.

CONVEYANCE OF REAL PROPERTY TO CASCADE TOWN CENTRE DEVELOPMENT, LLC

Susan Small, Real Property Administrator, requested the adoption of an Ordinance declaring 63.0 acres, more or less, located within the Cascade Development District, as surplus property and to approve the conveyance of the same and authorize the execution of necessary documentation to finalize the conveyance. This property was duly advertised on May 16, 23, and 30th 2017, and a portion of the Property (42.29 acres) is ready to be conveyed to Cascade Town Centre Development, LLC with the remaining 20.71 acres, more or less, to be conveyed after a simplified subdivision process has occurred.

Commissioner Barr, seconded by Commissioner Cline, moved to adopt the Ordinance declaring 63.0 acres, more or less, as surplus property and to approve the conveyance of the same and to authorize the necessary documentation to finalize the conveyance to Cascade Town Centre Development, LLC. The motion passed 4 – 1 with Commissioner Baker, Cline, Barr and Myers voting “Yes” and Commissioner Keefer “Nay” (Ordinance No. ORD-2017-07 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is located in the County Commissioner’s Office.)

CONVENE IN CLOSED SESSION

Commissioner Myers, seconded by Commissioner Keefer, moved to convene in closed session at 10:53 A.M. 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; and 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; to consult with staff, consultants, other individuals about pending or potential litigation; and to consult with counsel to obtain legal advice on a legal matter, in accordance with Section 3-305(b) (1), (4), (7) and (8) of the General Provisions Article of the Annotated Code of Maryland. The motion passed unanimously.

In closed session, the Commissioners considered specific issues relating to a proposal by a business entity desiring to locate, expand or remain in the County/State, discussed several County employee position recommendations and related staffing issues; discussed a personnel matter involving a specific individual with the County Administrator; consulted with staff, consultants or other individuals about pending or potential litigation; and discussed issues with staff and counsel that may lead to future litigation.

During closed session, the Commissioners provided specific direction to staff regarding a proposal by a business entity hoping to locate in the County/State; provided direction to staff regarding several personnel recommendations; provided direction to the County Administrator regarding an ongoing personnel matter; and instructed staff as to how to proceed relating to an ongoing litigation matter as well as an additional matter that may lead to future litigation.

Present during closed session were Commissioners Terry L. Baker, Jeffrey A. Cline, Wayne K. Keefer and LeRoy Myers, Jr. Also present were Robert J. Slocum, County Administrator; Sarah Sprecher, Assistant County Administrator; Krista L. Hart, Executive Assistant; John M. Martirano, County Attorney; Kirk Downey, Deputy County Attorney, and at various times Debra Murray, Chief Financial Officer; Stephanie Stone, Director, Health and Human Services; Scott Hobbs, Director, and Susan Small, Real Property Administrator, Engineering; Jody Bell, Remax Achievers; and James Sterling, Director, Department of Public Works.

ADJOURNMENT

Commissioner Barr, seconded by Commissioner Myers, moved to adjourn at 12:10 p.m. The motion passed unanimously.



Robert J. Slocum, County Administrator



John M. Martirano, County Attorney



Krista L. Hart, Executive Assistant