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BOARD OF COUNTY COMMISSIONERS
November 12, 2019
OPEN SESSION AGENDA

08:00 A.M. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President Jeffrey A. Cline*
APPROVAL OF MINUTES – October 23, 2019; October 29, 2019 & October 30, 2019

08:05 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; To consult with counsel to obtain legal advice on a legal matter; To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter; To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the development of fire and police services and staff; and (ii) the development and implementation of emergency plans.)

10:00 A.M. RECONVENE IN OPEN SESSION

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. PRESENTATION OF YOUTH MERITORIOUS AWARD – *Allison Hartsthorn, Grant Manager, Office of Grant Management, and Board of County Commissioners*

10:35 A.M. AD HOC ETHICS COMMITTEE PRESENTATION – *Julianna Albowicz, Chair and Members of the Ad Hoc Ethics Ordinance Review Committee*

11:00 A.M. PUBLIC HEARING: APPLICATION FOR ZONING TEXT AMENDMENT
RZ-19-005 – *Jill Baker, Deputy Director, Department of Planning and Zoning*

11:25 A.M. FIRST QUARTER ADJUSTMENTS TO THE WASHINGTON COUNTY BOARD OF
EDUCATION'S FY2020 GENERAL FUND BUDGET – *Mr. Jeffrey Proulx, Chief Operating
Officer, Washington County Public Schools and Mr. David Brandenburg, Executive Director of
Finance, Washington County Public Schools*

- 11:35 A.M. TO SUPPORT JOB PROFILING FOR WASHINGTON COUNTY, MARYLAND EMPLOYERS THROUGH THE *WORK KEYS AND WORK READY COMMUNITIES PROGRAM* – *Susan Small, Director, Department of Business Development and Dr. James Klauber, President, Hagerstown Community College*
- 11:45 A.M. MARYLAND AGRICULTURAL LAND PRESERVATION PROGRAM 60/40 MATCH FOR FY2020 – *Chris Boggs, Land Preservation Planner, Department of Planning and Zoning*
- 11:50 A.M. KB FARM PROPERTIES, LLC CONSERVATION RESERVE ENHANCEMENT PROGRAM EASEMENT PROPOSAL – *Chris Boggs, Land Preservation Planner, Department of Planning and Zoning*
- 11:55 A.M. BATTERY STORAGE PROJECTS – PAYMENT IN LIEU OF TAXES AGREEMENTS – *Stephen Wiley, Innolith Snook LLC*
- 12:10 P.M. HAGERSTOWN URBAN IMPROVEMENT PROJECT – CAPITAL BOND BILL GRANT APPLICATION SUBMISSION – *Susan Buchanan, Director, Office of Grant Management*
- 12:15 P.M. WASHINGTON COUNTY PUBLIC SERVICE ACADEMY – CAPITAL BOND BILL GRANT APPLICATION SUBMISSION – *Scott Hobbs, Director, Division of Engineering and Susan Buchanan, Director, Office of Grant Management*
- 12:20 P.M. CONSTRUCTION BID AWARD - PROFESSIONAL BOULEVARD BRIDGE – *Scott Hobbs, Director, Division of Engineering*
- 12:25 P.M. CONSTRUCTION BID AWARD - BACK ROAD – *Scott Hobbs, Director, Division of Engineering*
- 12:30 P.M. MINIMUM WAGE ANALYSIS – *Sara Greaves, Chief Financial Officer and Rachel Brown, Director, Human Resources*
- 12:45 P.M. FY2019 YEAR END REPORT – *Sara Greaves, Chief Financial Officer*
- 01:00 P.M. RECESS
- 01:30 P.M. DEPART FOR 1 EAST FRANKLIN STREET, HAGERSTOWN, MARYLAND
- 02:00 P.M. JOINT MEETING: CITY OF HAGERSTOWN MAYOR & COUNCIL
Location: 2nd Floor of City Hall, 1 East Franklin Street, Hagerstown, Maryland
- Chronic Tax Sale Parcel update
 - Automatic and Mutual Aid Agreement
 - Emergency Services Funding
- 03:00 P.M. RECESS
- 03:05 P.M. DEPART FOR 100 WEST WASHINGTON STREET, HAGERSTOWN, MARYLAND
- 03:35 P.M. RECONVENE IN OPEN SESSION

- 03:40 P.M. CONVEYANCE OF REAL PROPERTY TO STATE OF MARYLAND – EASTERN AND JEFFERSON BOULEVARD – *Todd Moser, Real Property Administrator, Division of Engineering and Scott Hobbs, Director, Division of Engineering*
- 03:45 P.M. CORRECTION OF CONVEYANCE ERROR – *Todd Moser, Real Property Administrator, Division of Engineering*
- 03:50 P.M. GRANT OF EASEMENT OF STATE OF MARYLAND – *Todd Moser, Real Property Administrator, Division of Engineering*
- 03:55 P.M. HIGHWAY DEPARTMENT 2019-2020 WINTER WEATHER OPERATIONS UPDATE – *Andrew Eshleman, Director, Public Works; Zane Rowe, Deputy Director, Public Works – Highways*
- 04:00 P.M. HIGHWAY DEPARTMENT POSITION REASSIGNMENT PLAN – *Andrew Eshleman, Director, Public Works; Zane Rowe, Deputy Director, Public Works – Highways*
- 04:10 P.M. NORTHERN PUMP STATION – CHANGE ORDER – *Mark Bradshaw, P.E., Deputy Director, Engineering Services*
- 04:15 P.M. INSTALL SEWER PRIOR TO HAGERS CROSSING PAVING THEIR ENTRANCE ONTO MCDADE ROAD – *Mark Bradshaw, P.E., Deputy Director, Engineering Services*
- 04:20 P.M. INSTALL SEWER LINE UNDER MD 144 – *Mark Bradshaw, P.E., Deputy Director, Engineering Services*
- 04:30 P.M. ADJOURNMENT



Agenda Report Form

Open Session Item

SUBJECT: Youth Meritorious Award Presentation

PRESENTATION DATE: November 12, 2019

PRESENTATION BY: Allison Hartshorn, Grant Manager, Office of Grant Management and Board of County Commissioners

RECOMMENDED MOTION: No motion or action is requested or recommended.

REPORT-IN-BRIEF: The following individuals have been selected for the Youth Meritorious Award. They were selected based on their scholastic achievement, leadership qualities, community service performed or other positive contributions to their school or community.

Austin Miller –North Hagerstown High School-Family Center
Parent(s) – Angie Wilcox
Hometown – Hagerstown
Nominated by Kim Dudley

DISCUSSION: N/A

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Student Summary

AUDIO/VISUAL NEEDS: N/A

Youth Meritorious Award Summary for:

Austin Miller

North Hagerstown High School

Nominated By: Kim Dudley

Parent(s) – Angie Wilcox

Kim Dudley endorsed the following:

In March 2019, Austin was referred to and began attending the High School credit program at the Washington County Family Center. He was referred by Konner Pruett, Guidance Counselor at North High. Austin, then a 12th grade student, was at risk of not graduating because he was having a difficult time juggling the responsibilities of being a working teen parent of a four month old son while attending traditional school. Through Austin's participation in the High School Credit Program he was able to complete his remaining requirements to earn a high school diploma and graduated in June 2019. During his time in the program, Austin was a positive male role model for other young parents by demonstrating nurturing parenting practices and interactions with his son. On May 30, 2019 during the Center's graduation celebration, Austin was recognized for his commitment to and continual presence in his son's life and was presented with the Father Involvement Award. Through personal achievement, hard work and father involvement, Austin has begun laying the foundation that promotes positive impacts for his son's lifelong well-being.



Agenda Report Form

Open Session Item

SUBJECT: Ad Hoc Ethics Review Committee Report and Findings

PRESENTATION DATE: November 12, 2019

PRESENTATION BY: Julianna Albowicz, Chair and Members of the Ad Hoc Ethics Ordinance Review Committee

RECOMMENDED MOTION: For informational purposes.

REPORT-IN-BRIEF: The Ad Hoc Ethics Ordinance Review Committee will present its report and recommendations.

DISCUSSION: Following its constitution, the Committee met numerous times to study and discuss the Ethics Ordinance and consider changes thereto. The Committee also held a public hearing. After further discussion, the Committee is ready to present its report to the Board.

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: PUBLIC HEARING: Application for Zoning Text Amendment RZ-19-005

PRESENTATION DATE: November 12, 2019

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

RECOMMENDED MOTION: The purpose of this public hearing is to take public comment on the rezoning application. The Commissioners have the option to take action to either approve or deny the request after the public hearing closes or deliberate on the issue at a later date.

REPORT-IN-BRIEF: Application is being made to amend several sections of the Zoning Ordinance to address uses associated with alcohol production facilities.

DISCUSSION: The alcohol production industry has begun to evolve from just a manufacturing use into an interactive customer experience through educational demonstrations, facility tours, and sampling areas to promote their products. This evolution has created new opportunities for smaller businesses to create niche economies that provide unique experiences for consumers. The purpose of these amendments is to update the ordinance to consolidate and streamline the definitions for different types of alcohol production facilities and where they should be located. Alcohol production facilities are proposed to be permitted in the Rural Business (RB), Business General (BG), Industrial Restricted (IR), and Industrial General (IG) districts and special exception uses in the Agriculture Rural (AR), Environmental Conservation (EC), Preservation (P), Rural Village (RV), Residential Transition (RT), Residential Suburban (RS), Residential Urban (RU), Residential Multi-family (RM), Business Local (BL) districts. Farm based Alcohol Production Facilities are proposed to be permitted in the AR, EC, P, and RB districts and special exception uses in the RV district.

This item was presented to the Washington County Planning Commission at a Public Information Meeting held during their regular meeting on August 5, 2019. It was then brought back for recommendation at the September 9, 2019 meeting, where the members unanimously recommended approval of the proposed text amendments with comments. Changes requested by the Planning Commission are addressed in the attached proposed text amendments document.

FISCAL IMPACT: n/a

CONCURRENCES: Washington County Planning Commission

ALTERNATIVES: n/a

ATTACHMENTS: Proposed text amendments, staff report, Planning Commission minutes, Planning Commission recommendation and written public comments

AUDIO/VISUAL NEEDS: none

RZ-19-005
 PROPOSED TEXT AMENDMENTS FOR PUBLIC INPUT MEETING
 ALCOHOL PRODUCTION FACILITIES

Planning Commission Recommendations after Public Input Meeting
Proposed Amendments prior to Public Input Meeting

- (1) **ARTICLE 3 – DISTRICTS ESTABLISHED; ZONING MAPS, DISTRICT BOUNDARIES; LAND USE REGULATIONS (RURAL AREA USES)** is amended to eliminate the column titled “Intensity of Use” in its entirety.
- (2) **ARTICLE 3 – DISTRICTS ESTABLISHED; ZONING MAPS, DISTRICT BOUNDARIES; LAND USE REGULATIONS (RURAL AREA USES)** is amended as follows:

Section 3.3 (1) Table of Land Use Regulations

A(R)-Agriculture (Rural)
 EC-Environmental Conservation
 P-Preservation
 RV-Rural Village RB-Rural Business IM-Industrial Mineral

Table No. 3.3(1)
 TABLE OF LAND USE REGULATIONS
 (RURAL AREA USES)

LAND USES	A(R)	EC	P	RV	RB	IM
K. Manufacturing						
<u>Brewery, Farm with a valid Class 8 manufacturing license</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>N</u>
<u>Brewery, Commercial with a valid Class 5 manufacturing</u>	<u>SE</u>	<u>SE</u>	<u>SE</u>	<u>SE</u>	<u>P</u>	<u>N</u>
<u>Wineries, Farm with a valid Class 4 manufacturing license</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>N</u>
<u>Wineries, Commercial with a valid Class 3 manufacturing license</u>	<u>SE</u>	<u>SE</u>	<u>SE</u>	<u>SE</u>	<u>P</u>	<u>N</u>
<u>Alcohol Production Facility</u>	<u>SE</u>	<u>SE</u>	<u>SE</u>	<u>SE</u>	<u>P</u>	<u>N</u>
<u>Alcohol Production Facility, Farm Based</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>SE</u>	<u>P</u>	<u>N</u>

P-Permitted
 SE-Special Exception
 A-Accessory
 N-Not Permitted

- (3) **ARTICLE 7A “RT” RESIDENTIAL, TRANSITION DISTRICT** is amended as follows:

Section 7A.2 Special Exception Uses (Requiring Board Authorization After Public Hearing)

(h) Alcohol Production Facilities

- (4) **ARTICLE 8 “RS” RESIDENTIAL, SUBURBAN DISTRICT** is amended as follows:

Section 8.2 Special Exception Uses (Requiring Board Authorization After Public Hearing)

(k) Alcohol Production Facilities

- (5) **ARTICLE 9 “RU” RESIDENTIAL, URBAN DISTRICT** is amended as follows:

Section 9.2 Special Exception Uses (Requiring Board Authorization After Public Hearing)

(k) Alcohol Production Facilities

(6) ARTICLE 10 “RM” RESIDENTIAL, MULTI-FAMILY DISTRICT is amended as follows:

Section 10.2 Special Exception Uses (Requiring Board Authorization After Public Hearing)

(l) Alcohol Production Facilities

(3)(7) ARTICLE 11 “BL” BUSINESS, LOCAL DISTRICT is amended as follows:

Section 11.3 Special Exception Uses (Requiring Board Authorization After Public Hearing)

d) Alcohol Production Facility

(4)(8) ARTICLE 12 “BG” BUSINESS, GENERAL DISTRICT is amended as follows:

Section 12.1 Principal Permitted Uses

(b) Alcohol Production Facility

(5)(9) ARTICLE 13 “IR” INDUSTRIAL GENERAL DISTRICT is amended as follows:

Section 13.1 Principal Permitted Uses

(a) Uses of a light industrial nature including, but not limited to the following:

Alcohol Production Facility

(6)(10) ARTICLE 14 “IG” INDUSTRIAL, GENERAL DISTRICT is amended as follows:

Section 14.1 Principal Permitted Uses

(a) Uses of a general industrial nature, but not limited to the following:

Manufacture and bottling of alcoholic beverage Alcohol Production Facility

(7)(11) ARTICLE 28A DEFINITIONS is amended as follows:

Alcohol Production Facility:

An establishment for the manufacturing, bottling, packaging, storage, promotion and sale of alcoholic beverages produced in accordance with a state-issued manufacturing license. Accessory uses at such facilities may include tasting rooms, accessory food sales related to alcohol production, sales of novelty and gift items related to the manufacturing operation, and the sale of alcoholic beverages produced on-site.

Alcohol Production Facility, Farm-Based:

An establishment located on agriculturally assessed land for the manufacturing, packaging, storage, promotion and sale of alcoholic beverages produced in accordance with a

state-issued manufacturing license utilizing ingredients produced on the associated farm. Accessory uses at such facilities may include tasting rooms, accessory food sales related to alcohol production, sales of novelty and gift items related to the manufacturing operation, and the sale of alcoholic beverages produced on-site.

Brewery, Commercial:

~~An establishment with facilities for manufacturing and bottling malt beverages for sale on-site or through wholesale or retail outlets in accordance with a valid Class 5 manufacturing license from the State of Maryland. A commercial brewery is a brewery that does not meet the definition of a Farm Brewery. Accessory uses may include beer tasting rooms at which beer tasting occurs, accessory food sales related to the beer tasting, and the sale of beer produced on site. The area for beer tasting, accessory food sales related to the beer tasting, and sales of beer produced on-site shall not exceed 25 percent of the area of the structures located on-site and being used for manufacturing and bottling.~~

Brewery, Farm:

~~An establishment located on a farm with a producing hopfield or similar growing area which may have facilities for brewing, processing, bottling, packaging, and storage of beer on the premises where the owner or lessee manufactures beer in accordance with a valid Class 8 manufacturing license from the State of Maryland. If the Farm Brewery produces beer on site, at a minimum, Farm Breweries must produce at least 2 acres of the agricultural products used in processing the beer on-site at the Farm Brewery. Accessory uses at the Farm Brewery may include tasting rooms at which beer tasting occurs, accessory food sales related to the beer tasting, sales of novelty and gift items related to the beer and processing facility, sales of beers produced on-site, occasional promotional events, and guided tours. The area for beer tasting, accessory food sales related to the beer tasting, and sales of novelty and gift items related to the beer and processing facility shall not exceed 25 percent of the area of the structures located at the farm and being used for the Farm Brewery. A Farm Brewery and its accessory uses shall be considered a bona fide and normal agricultural activity and an agricultural land management activity. A Zoning Permit and Site Plan approval is not required for a Farm Brewery that includes a tasting room, accessory food sales related to the beer tasting, sales of novelty and gift items related to the beer. Notwithstanding the foregoing, a Farm Brewery with a tasting room shall be required to file with the County Division of Plan Review and Permitting, evidence that the vehicular access to the Farm Brewery used by patrons satisfies the County sight distance requirements set forth in the County's "Policy for Determining Adequacy of Existing Highways" if such vehicular access is onto a County public road.~~

Winery, Commercial:

~~An establishment with facilities for manufacturing and bottling wine for sale onsite or through wholesale or retail outlets in accordance with a valid Class 3 manufacturing license from the State of Maryland. A commercial winery is a winery that does not meet the definition of a Farm Winery. Accessory uses may include wine tasting rooms at which wine tasting occurs, accessory food sales related to wine tasting, and the sale of wine produced on site. The area for wine tasting, accessory food sales related to the wine tasting, and sales wine produced on-site shall not exceed 25 percent of the area of the structures located at the and being used for manufacturing and bottling.~~

Winery, Farm:

~~An establishment located on a farm with a producing vineyard, orchard, or similar growing area which may have facilities for fermenting, processing, bottling, packaging, and storage of wine, sparkling wine and/or juice on the premises where the owner or lessee manufactures wine and/or sparkling wine in accordance with a valid Class 4 manufacturing license from the State of Maryland. If the Farm Winery produces wine, sparkling wine and/or juice on the premises, the Farm Winery must produce at least 2 acres of the agricultural products used in processing the wine, sparkling wine and/or juice on-site at the Farm Winery. Accessory uses at the Farm Winery may include tasting rooms at which wine tasting occurs, accessory food sales related to the wine tasting, sales of novelty and gift items related to the wine and the vineyard, sales of wines produced on-site, occasional promotional events related to the wine and the vineyard, and guided tours. The area for wine tasting, accessory food sales related to the wine tasting, and sales of novelty and gift items related to the wine and the vineyard shall not exceed 25 percent of the area of the structures located at the farm and being used for the Farm Winery. A Farm Winery and its accessory uses shall be considered a bona fide and normal agricultural activity and an agricultural land management activity. A Zoning Permit and Site Plan approval is not required for a Farm Winery that includes a tasting room, accessory food sales related to the wine tasting, sales of novelty and gift items related to the wine and the vineyard, sales of wines produced on-site. Notwithstanding the foregoing, a Farm Winery with a tasting room shall be required to file with the County Division of Plan Review and Permitting evidence that the vehicular access to the Farm Winery used by patrons satisfies the County sight distance requirements set forth in the County's "Policy for Determining Adequacy of Existing Highways" if such vehicular access is onto a County public road.~~



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

RZ-19-005

August 5, 2019

WASHINGTON COUNTY ZONING ORDINANCE
STAFF REPORT AND ANALYSIS

ARTICLES 3, 11, 12, 14, 28A

Proposal: Application is being made to amend several sections of the Zoning Ordinance to address uses associated with alcohol production facilities.

Staff Report: Alcohol production facilities are not a new land use to Washington County. However, the location and marketing of such uses continue to evolve. Historically, these types of uses were characterized as being similar to any other beverage manufacturing and/or bottling facility. But more recently the alcohol manufacturing industry has begun to evolve from just a manufacturing use into an interactive customer experience through educational demonstrations, facility tours, and sampling areas to promote their products. This evolution has created new opportunities for smaller businesses to create niche economies that provide unique experiences for consumers. The purpose of these amendments is to update the ordinance to consolidate and streamline the definitions for different types of alcohol manufacturing facilities and where they should be located.

Analysis: As alcohol production facilities and State required alcohol manufacturing licenses have continued to evolve, the County has attempted to accommodate these uses in the Zoning Ordinance. In 2012, the County took its first action toward incorporating new types of alcohol manufacturing uses into the Zoning Ordinance. At that time wineries and breweries were defined and listed as principal and special exception uses in several districts based upon the type of State alcohol manufacturing license. Farm wineries and breweries as well as limited commercial wineries and breweries were defined and included in various commercial, industrial, and rural districts in the County.

Over the last several years new types of manufacturing licenses have been approved by the State legislature. They include pub-breweries, micro-breweries, and distilleries. As mentioned previously, changes were also made to existing manufacturing licenses to change regulations regarding the sale, distribution, and manufacturing processes. Because this industry continues to evolve, the proposed amendments are being offered to help consolidate and streamline the definitions and permitted locations for alcohol production facilities as a whole rather than associate the uses with specific manufacturing licenses that are subject to change during each legislative session.

To consolidate the definitions of the various types of alcohol production facilities a new definition is being proposed to cover all types of alcohol manufacture. There is also a new definition proposed to allow for farm-based facilities in the rural areas of the County similar to how they are permitted currently.

Because of the consolidated definitions, proposed amendments also include streamlining the zoning districts in which these types of uses shall be permitted. In this case, alcohol production facilities are proposed to be permitted as follows:

- **Principally Permitted.** In the urban area the use shall be principally permitted in the Business, General (BG), Industrial Restricted (IR), and Industrial, General (IG) districts. By allowing the use in these districts they shall also be principally permitted in the Planned Business (PB) and Highway Interchange (HI) zoning districts through cross references. In the rural areas, these uses shall be principally permitted in the Rural Business (RB) floating zone district.
- **Special Exception Use.** In the urban area the use may be permitted as a special exception in the Business Local (BL) district. In the rural areas the use may be permitted by special exception in the Agriculture Rural (AR), Environmental Conservation (EC), Preservation (P), and Rural Village (RV) districts.

Farm-based alcohol production facilities are proposed to be permitted as follows:

- **Principally Permitted.** Because of the agricultural component of the farm-based facility definition, the use is only permitted in the rural area zoning districts of AR, EC, P and RB (Floating Zone).
- **Special Exception Use.** Even though the definition requires an agricultural component to the facility operation, the use is proposed to be a special exception use in the Rural Village (RV) zoning district. While rural villages are located primarily in the rural areas, they have characteristics that include a denser residential presence than other rural area throughout the County. The potential for a manufacturing/commercial type use to lie within a close proximity to existing residential areas prompted the decision to allow these uses through a special exception process.

Staff Recommendation: Based upon feedback and comments from other government agencies, developers, property owners, and the general public, Staff recommends approval of these amendments in order to provide consistent implementation of our land use policies and regulations.

Respectfully submitted,



Jill L. Baker
Deputy Director

**WASHINGTON COUNTY PLANNING COMMISSION
REGULAR MEETING
PUBLIC INFORMATION MEETING
August 5, 2019**

The Washington County Planning Commission held a public information meeting and its regular monthly meeting on Monday, August 5, 2019 at 7:00 p.m. at the Washington County Administration Building, 100 W. Washington Street, Room 2000, Hagerstown, MD.

Commission members present at the meeting were: Clint Wiley, Denny Reeder, BJ Goetz, Jeremiah Weddle and Ex-officio County Commissioner Randall Wagner. Staff members present were: Washington County Department of Planning & Zoning: Stephen Goodrich, Director; Jill Baker, Deputy Director; and Debra Eckard, Administrative Assistant; Washington County Department of Plan Review & Permitting: Ashley Holloway, Director; and Lisa Kelly, Senior Planner.

PUBLIC INFORMATION MEETING

RZ-19-005 – Alcohol Production Facilities Text Amendment

Staff Presentation

Ms. Baker presented a proposed text amendment to the Washington County Zoning Ordinance for Alcohol Production Facilities. She noted that the Zoning Ordinance currently contains uses for farm wineries, commercial wineries, limited commercial wineries and farm breweries, commercial breweries and limited commercial breweries. New legislation from the State of Maryland includes distilleries as another type of alcohol production facility being offered through the manufacturing licenses. The proposed amendment will help consolidate and streamline the definitions and permitted locations for alcohol production facilities as a whole rather than associate the uses with specific manufacturing licenses that are subject to change during each legislative session. Farm based alcohol production facilities will require the use of ingredients that are produced on the site.

Ms. Baker briefly reviewed the areas throughout the County where these types of alcohol production facilities would be permitted. Regular alcohol production facilities would be a special exception use in the rural areas including the A(R), EC, P and RV districts and inside the growth area in the BL district. They would be a permitted use in the BG, IR, and IG districts. The farm-based alcohol production facilities would be permitted in the A(R), EC, P and RB zoning districts and a special exception use in the RV zoning district.

Public Comment

- Dan Spedden, President of Hagerstown/Washington County Convention and Visitor's Bureau, 41 Mealy Parkway, Hagerstown – Mr. Spedden stated that wineries, breweries and distilleries are currently very popular in the travel industry and becoming very commonplace in the cities. He noted that the tourism economy in Washington County is a \$260 million market annually with the number one business being the food and beverage industry. Mr. Spedden believes these facilities will enhance the economy in Washington County.
- Selena Wilkes, Elmwood Farm Bed and Breakfast, 16311 Kendall Road, Williamsport – Ms. Wilkes stated that Elmwood Farm is located in a residential area; however, she believes that an alcohol production facility would be an added benefit as an accessory use to her business and would boost

tourism and economic development in the County. She expressed her opinion that the alcohol farm-based production facilities should be permitted in the residential areas as a special exception use.

- Nathan Kraft, 5513 Mt. Carmel Church Road, Keedysville – Mr. Kraft supports the proposed text amendment. He owns a 42 acre farm (Pathfinder Farm) on which he would like to grow crops and produce alcohol for sale. He expressed his opinion that wineries, breweries, and distilleries should be a special exception use in residential areas. He believes that people want an “experience” rather than going to a store.
- Kevin Atticks, Grow and Fortify, 1950 Far Out Lane, Sparks – Mr. Atticks stated that there is incredible growth and diversification in the tourism industry. He noted that the majority of visitors are coming from more than one hour way. Mr. Atticks gave two suggestions for the proposed text amendment. First, he believes there should be a path (i.e. special exception) that would allow these facilities in any zoning district; there should not be any zoning districts excluded. Second, he believes there should be a provision to allow off-site production and discussed various factors that could contribute to a producer needing the resources of others. Mr. Atticks briefly discussed the issue of sensitive crops being sprayed from adjacent properties. He believes that all property owners have the right to use all of their property and education of all agricultural crop producers would be the key in avoiding harm to other property owners’ crops. Mr. Atticks is opposed to any buffers being implemented.
- Jason Divelbiss, 11125 Bemisderfer Road, Greencastle – Mr. Divelbiss believes the alcohol production facilities would be an economic benefit for the County. He expressed his opinion that these types of facilities should be permitted in the urban area residential zoning districts as a special exception. The special exception process would provide a way to make sure the property is appropriate for this type of use. He pointed out that the urban area residential zoning districts already allow for several commercial uses by special exception. Mr. Divelbiss noted that many residential properties will not be able to attain a State alcohol manufacturing license.

Discussion and Comments

Mr. Weddle asked members of the audience questions about growing grapes and the life expectancy of grapes. He expressed his concern with regard to spraying crops (i.e. soybeans) on adjoining properties and the harmful effects these sprays (Dicamba) could have on grapes. Mr. Atticks noted he has talked to the Farm Bureau regarding these concerns and strictly from a land use perspective, the proposed text amendment is concentrating on the land use and not the specific type of crops that can be grown. Mr. Weddle expressed his opinion that these problems will arise in the future and he believes now is the time to address them. He believes that there should be mandatory setbacks associated with the more intensive operation. Placing the setbacks on a soybean farmer would create a hardship for that farmer. Mr. Atticks responded that a limitation such as this would “unilaterally give deference to existing grain farmers over new agriculture”. Secondly, this discussion is on a commercial product (Dicamba) being sprayed which is part of a national controversy because of its propensity to drift and kill everything around it. Ms. Baker stated that while she understands Mr. Weddle’s concern, it is her opinion that setbacks would have to be placed on all agricultural properties, not just new agricultural uses. Setbacks would be based on the type of crop you are growing each year and there would be no way to monitor or enforce this type of regulation.

- Yvonne Ford, 12840 Red Heifer Winery Lane – Ms. Ford noted that regulations have already been established by the Environmental Protection Agency regarding this issue.

**WASHINGTON COUNTY PLANNING COMMISSION
REGULAR MEETING AND
PUBLIC INFORMATION MEETING
September 9, 2019**

The Washington County Planning Commission held a public information meeting and its regular monthly meeting on Monday, September 9, 2019 at 6:30 p.m. at the Washington County Administration Building, 100 W. Washington Street, Room 2000, Hagerstown, MD.

Commission members present at the meeting were: Clint Wiley, Denny Reeder, David Kline, Jeremiah Weddle and Ex-officio County Commissioner Randall Wagner. Staff members present were: Washington County Department of Planning & Zoning: Stephen Goodrich, Director; Jill Baker, Deputy Director; Travis Allen, Comprehensive Planner; and Debra Eckard, Administrative Assistant; Washington County Department of Plan Review & Permitting: Ashley Holloway, Director; and Lisa Kelly, Senior Planner.

RZ-19-005 Alcohol Production Facilities

Ms. Baker reminded Commission members that a text amendment to the Washington County Zoning Ordinance was presented at the August 5th public information meeting. Proposed amendments include Articles 3, 11, 12, 13, 14 and 28A for Alcohol Production Facilities.

Discussion and Comments: Mr. Wiley expressed his opinion that the alcohol production facilities should be allowed in residential areas as a special exception use. Other commission members agreed. Ms. Baker asked if the Commission would like to establish bulk requirements [i.e. setbacks, lot sizes, lot widths, etc.] for these facilities. If specific bulk requirements are not established, there is a category within the Zoning Ordinance that would apply to these types of facilities. Commission members were not inclined to add specific bulk requirements.

Motion and Vote: Mr. Reeder made a motion to recommend approval to the Board of County Commissioners of the staff's draft text amendments with the inclusion of the residential districts as a special exception. The motion was seconded by Mr. Kline and unanimously approved with Commissioner Wagner abstaining from the vote.



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

September 24, 2019

RZ-19-005

**APPLICATION FOR TEXT AMENDMENT
PLANNING COMMISSION RECOMMENDATION**

Articles: 3, 11, 12, 14, 28A

RECOMMENDATION

On August 5, 2019, the Planning Commission held a public rezoning information meeting to consider text amendments to Articles 3, 11, 12, 14, and 28A of the Washington County Zoning Ordinance to address alcohol production facilities (aka wineries, breweries, distilleries, etc.). A staff summary of the purpose and effects of the proposed amendments was presented to the Planning Commission and opportunity was provided for public comment. Several verbal and written comments were received for this case. Written comments are included with this recommendation. The Washington County Planning Commission took action at its regular meeting held on Monday, September 9, 2019 to recommend approval of Text Amendment RZ-19-002 to the Board of County Commissioners, with an added recommendation to also allow alcohol production facilities as a special exception use in all residential districts.

Copies of the application and the Staff Report and Analysis by the Department of Planning & Zoning, approved minutes of the August 5, 2019 public information meeting, draft minutes of the September 9, 2019 regular meeting, and written public comments are attached.

Respectfully submitted,

Stephen T. Goodrich, Director
Washington County Department of
Planning & Zoning

STG/jlb

Attachments

cc: Kirk Downey
file

100 West Washington Street, Suite 2600 | Hagerstown, MD 21740 | P: 240.313.2430 | F: 240.313.2431 | TDD: 7-1-1

WWW.WASHCO-MD.NET



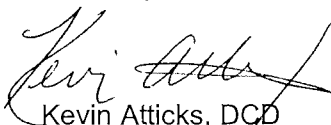
The following language has been developed through our work with various counties over the years. It is meant to provide a basis from which to then assign these definitions to certain zones, and with any restrictions deemed appropriate by the local jurisdiction.

They are intentionally broad, defining “alcohol production facility”—rather than winery, brewery, distillery, cidery, meadery; or specific classes of state-issued licenses—in an effort to avoid the need for future revisions when new alcohol producer segments develop.

- 1) **Alcohol Production Facility:** An establishment for the manufacturing, packaging, storage, promotion and sale of alcohol beverages produced by a state-issued license holder, which may include an on-site tasting room(s) for the production and sale of products as licensed.
- 2) **Farm Alcohol Production Facility:** An establishment on agricultural land for the manufacturing, packaging, storage, promotion and sale of alcoholic beverages produced by a state-issued license holder utilizing ingredients produced on an associated farm, which may include an on-site tasting room(s) for the promotion and sale of products as licensed.
- 3) **Tasting Room:** An area on the site of an Alcohol Production Facility or a Farm Alcohol Production Facility in which guests may sample and purchase for on- or off-premise consumption goods produced by the license holder and other related novelty or gift items.

If you have questions or would like support from the industry, please contact Janna Howley or Kevin Atticks with Grow & Fortify. 410-252-9463 / kevin@growandfortify.com / janna@growandfortify.com

Sincerely,


Kevin Atticks, DCD
Founder & CEO

*Cultivating an environment where value-added agricultural producers,
startups, operators and growers innovate and thrive.*



July 8, 2019

TO: Washington County Planning Commission
RE: Alcohol production text amendment proposal

Dear Mr. Chair and Members of the Planning Commission,

I'm writing to commend Jill Baker and the Dept. of Planning & Zoning staff for incorporating many of our suggestions into the alcohol producer draft for discussion this evening. I also wish to provide additional information for the discussion.

In response to the county's comments on the new draft, I would ask for your consideration of the following items:

- 1) ***Applicable Zones.*** Through our experience around the state, we have found alcohol production facilities to be successfully—and appropriately—located in all manner of zones, from manufacturing and industrial, to commercial and residential. We respectfully urge you to consider creating a path to approval in all zones, while adding whatever protections you deem appropriate (i.e., conditional use, special exception, variance).

- 2) ***Sales of products.*** Our state laws have evolved to allow manufacturing flexibility, enabling a licensee to flex some of its production (often within specified limits) to another location. For example, a small brewery that has excess demand one of their beers could produce that beer at a neighboring brewery who has larger capacity. *We urge your consideration to allow an alcohol licensee to market all products it produces, not just those produced on-site. This is extremely common in the wine, beer and spirits production industries, and is not restricted in other jurisdictions.*

Thank you for your consideration of our suggestions, and for your continued support of our alcohol and farm-based alcohol industries.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Atticks".

Kevin Atticks
Executive Director

Maryland Wineries Association, Brewers Association of Maryland, Maryland Distillers Guild

CC: Jill Baker, Deputy Director
Dept. of Planning & Zoning

April 1, 2019

ZONING ORDINANCE TEXT AMENDMENTS (RZ-19-001)

1. IN GENERAL

- A. Use of the term “alcohol manufacturing” implies a large-scale operation rather than the more common smaller scale production facilities.
- B. Therefore, use of the term “alcohol production facility” would be more appropriate.

2. IMPRACTICAL TO DISTINGUISH BETWEEN TYPES OF ALCOHOLIC BEVERAGES; JUST HAVE TWO (2) TYPES OF FACILITIES

- A. Alcohol Production Facility: A production facility or establishment for the manufacture of alcoholic beverages by a state-licensed distillery, winery, rectifier, or brewery.
 - i. Should not include the additional activities such as storage and bottling due to the risk of a party taking the position that ALL such activities are required in order to meet the definition.
- B. Farm-Based Alcohol Production Facility: An Alcohol Production Facility located on any parcel of land that has an agricultural use assessment as determined by the Maryland State Department of Assessments and Taxation.
 - i. Analogous to the existing definition of “Agricultural Operation”.
 - ii. Existing definitions for Farm Brewery & Farm Winery, as well as the proposed new definition of “Farm Distillery” contain the following statement, indicating an intent to treat the use as an Agricultural activity: “shall be considered a bona fide and normal agricultural activity and an agricultural land management activity”.
 - iii. Requiring use of the ag. products grown on site in the alcohol product process disregards the risk of: (i) changes in State regs. that could limit or prohibit their use for some reason; (ii) success i.e. production outgrowing the scale or character of the on-site ag. products; (iii) markets i.e. could be cheaper to buy the raw materials to be used in production; and (iv) seasonal or other unexpected damage or impacts to on-site ag. products that could prohibit their use.

3. DON'T CONTRADICT THE PARAMETERS OF THE STATE LICENSING REGS.

- i. Extent of accessory uses will be determined by licensing regulations and parameters;
 - 1. *For example:*
 - a. *Class 7 "Micro-brewery License" may brew and bottle, contract to brew and bottle, store finished product, enter into a temporary delivery agreement to deliver beer to a festival, etc. and there are limitations on production, on-sale and off-sale privileges, hours & days of operation, etc.*
 - b. *The proposed new definition for a "Limited Commercial Brewery" only specifically references the ability to conduct tours, have tasting areas, have accessory food sales, etc. and places a limitation on the area for tasting and food sales to 25% of the area being used for manufacturing and bottling.*
 - c. *Why create the potential for conflict between the State and local regs?*
- ii. Extent of accessory uses will also be limited by the standard definition of "Accessory Use" in the Zoning Ordinance i.e. a use customarily incidental and subordinate to the principal use.
- iii. Specifically, 25% area limitation is arbitrary, discourages growth and ignores the fact that practical circumstances should dictate.

4. POSITIVE ECONOMIC BENEFIT TO WASH. CO.

- A. Alcoholic production facilities in Maryland and across the country are increasingly stimulating tourism, non-traditional agricultural activity, and positive economic development & revitalization efforts.
- B. Therefore, use should be permitted liberally wherever appropriate:
 - i. By right in BG, RB and IG, as proposed, but also in the IR;
 - ii. By Special Exception in the Ag. Districts (A(R); EC; P; and RV) and BL, as proposed, but also in the Residential Districts (RT; RS; RU; and RM) similar to the manner in which the following commercial uses are permitted in those same districts:
 - 1. *Professional offices;*
 - 2. *Beauty parlors & Barbershops;*
 - 3. *Nursing Homes;*
 - 4. *Medical & Dental clinics;*
 - 5. *Golf courses & country clubs;*

6. *Bed & Breakfast;*

7. *Banquet & Reception facilities*

a. *In the RS, RU, and RM,, the following additional uses are permitted by Special Exception:*

i. Clubs, lodges & fraternal organizations;

ii. Nursery Schools or child care centers;

iii. Although perhaps not necessary to specify, should also be allowed as an accessory component of any restaurant, tavern, liquor store, or other food-service type establishment such as banquet/reception facilities or clubs, lodges & fraternal organizations (Redman Club or PFGC)



Open Session Item

SUBJECT: First Quarter Adjustments to the Washington County Board of Education's FY2020 General Fund Budget

PRESENTATION DATE: November 12, 2019

PRESENTATION BY: Mr. Jeffrey Proulx, Chief Operating Officer, Washington County Public Schools and Mr. David Brandenburg, Executive Director of Finance, Washington County Public Schools

RECOMMENDED MOTION: Move to approve the requested first quarter adjustments to the Board of Education's FY2020 General Fund Budget.

REPORT-IN-BRIEF: The Annotated Code of Maryland requires local school systems to periodically re-forecast their financial needs and make necessary changes to their budgets. To that end, the Washington County Board of Education approved the attached list of changes to its FY2020 General Fund Budget at its November 5, 2019 meeting.

DISCUSSION: Several of the changes that the Board of Education approved on November 5, 2019 cross major categories. Therefore, these requested adjustments must also be approved by the Board of County Commissioners. The Board of Education has asked its Finance staff to review the requested budget changes with the Commissioners and answer any questions that they may have.

FISCAL IMPACT: None. These proposed modifications merely adjust the budget to allow for proper categorization of revenues and expenses.

CONCURRENCES: The Board of Education's Finance Committee reviewed the proposed adjustments at their meeting on October 29, 2019, and recommended them for approval by the full Board. The Board of Education unanimously approved these changes at their November 5, 2019 meeting.

ALTERNATIVES: None

ATTACHMENTS:

- Proposed first quarter budget adjustments for the Washington County Board of Education's FY2020 General Fund Operating Budget.

AUDIO/VISUAL NEEDS: None

**Washington County Public Schools
First Quarter FY2020 Budget Adjustments**

Category	Value	The primary reason for variance is:
Revenue	170,492	Additional investment income and reimbursements from Project Open Space and the School Construction Fund
Other Instructional Costs	195,350	Redeployment from instructional equipment to instructional materials and school allocation adjustments
Total Expense Reductions/Additional Revenue	<u>365,842</u>	
Administration	87,500	To support State mandates and legal fees
Instructional Salaries	64,113	To restore substitute budget for school allocation adjustments
Instructional Textbooks and Supplies	128,729	Redeployment from equipment to materials
Maintenance of Plant	85,500	Additional emerging maintenance needs
Total Expense Increases/Reduced Revenue	<u>365,842</u>	
Net Effect on Fund Balance	0	



Open Session Item

SUBJECT: To support Job Profiling for Washington County, Maryland employers through the *Work Keys* and *Work Ready Communities* program(s).

PRESENTATION DATE: November 12, 2019

PRESENTATION BY: Susan Small, Director, Department of Business Development and Dr. James Klauber, President, Hagerstown Community College

RECOMMENDED MOTION: Approve reallocation of Appalachian Regional Commission (ARC) grant funds previously awarded to Washington County, MD in the amount of \$37,500 to Hagerstown Community College's FY20 ARC grant application and approve the use of Hotel Rental Tax of \$37,500 to help meet the 50% match requirement.

REPORT-IN-BRIEF: The Washington County Department of Business Development is asking the Board of County Commissioners of Washington County, MD to approve the use of the unused Appalachian Regional Commission grant, along with Hotel Rental Tax (50% match) for a total of \$75,000 for the sole purpose of Job Profiling services by Washington County, MD employers. The use of ARC grant funds will match our contribution of Hotel Rental Tax funds dollar to dollar, maximizing the funding available for local businesses.

DISCUSSION: Hagerstown Community College received preliminary approval to proceed with a formal application from the Appalachian Regional Commission for a grant in the amount \$57,000 (with requires local match of \$57,000) to conduct *Workplace-Based Assessments to Meet Employer Needs*. Washington County, MD, was previously awarded a \$75,000 Appalachian Regional Commission grant for website enhancements that due to changes in scope was de-obligated and held for future projects. The Washington County Department of Business Development is seeking approval to reallocate the Washington County, MD grant in the amount of \$37,500 to increase Hagerstown Community College's request from \$57,000 to \$94,500 and meet the 50% match of \$94,500 in the following manner.

Appalachian Regional Commission = \$94,500 grant funds

Match requirements/sources:

Hagerstown Community College = \$57,000 (private funds and foundation)

Washington County, MD = \$37,500 (Requesting allocation from Hotel Rental Tax)

Total Project = \$189,000

FISCAL IMPACT: \$37,500 from the Hotel Rental Tax for economic development projects.

CONCURRENCES: Director, Office of Grant Management

ALTERNATIVES: Deny reallocation of Appalachian Regional Commission funds for this project or consider a contribution from Hotel Rental Tax only.

ATTACHMENTS: Hagerstown Community College's Appalachian Regional Commission Preliminary Project Form.

AUDIO/VISUAL NEEDS: N/A

ARC Preliminary Project Form

Project Name:

Applicant:

County:

Contact Person:

Email Address:

Phone:

Project Description:

ARC Investment Goal:

State Objective:

State Strategy

**Proposed Basic Agency
(Construction Projects
Only):**

**Proposed Funding
Sources and Amounts:**



Open Session Item

SUBJECT: Maryland Agricultural Land Preservation Program (MALPP) 60/40 Match for FY 2020

PRESENTATION DATE: November 5, 2019

PRESENTATION BY: Chris Boggs, Land Preservation Planner, Department of Planning and Zoning

RECOMMENDED MOTION: Move to approve a \$325,000 commitment from the County Agricultural Transfer Tax to the 60/40 match component of the MALPP easement program for FY 2020 Cycle.

REPORT-IN-BRIEF: Each year MALPP asks counties if they want to obligate funds to the 60/40 match portion of the Land Preservation Easement Program. Land Preservation staff is recommending that Washington County designate \$325,000 as its 40% local match in order to receive the 60% State match of \$487,500.

The commitment requested today will result in total funding of about \$1,612,500 for easement purchases in FY 20 (including approximately \$800,000 of general allotment funds that all counties receive). Agricultural Transfer Taxes collected each year are restricted for use in preservation programs and are not General Fund dollars.

DISCUSSION: For clarity sake, State funding contributions to the Ag Preservation Program result from the following distributions. The entire MALPP fund is divided in half. One half is divided equally among all Maryland counties which will result in an FY 2020 "General Allotment" of approximately \$800,000 for each County. The remaining half is divided among only those Counties that make local commitments to the 60/40 matching program and is used for the State's 60% contribution. The County may add General Funds dollars to its 40% match which would result in additional matching funds from the State and an increase in the total amount available for easement purchases.

FISCAL IMPACT: This 60/40 match commitment and General Allotment money results in funds for land preservation easement purchases on 4 farms. There are no General Funds involved.

CONCURRENCES: The Agricultural Land Preservation Advisory Board has endorsed the use of the above funding source for the 60/40 match.

ALTERNATIVES: Make no commitment to the matching program; or commit further funding to the 60/40 match through the use of County General Funds.

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: KB Farm Properties, LLC Conservation Reserve Enhancement Program (CREP) Easement proposal

PRESENTATION DATE: November 12, 2019

PRESENTATION BY: Chris Boggs, Land Preservation Planner, Department of Planning & Zoning

RECOMMENDED MOTION: Move to approve the KB Farm Properties, LLC CREP easement project, paid for 100% by the State, in the amount of \$57,700.80 for 20.00 easement acres, to adopt an ordinance approving the purchase of the easement, and to authorize the execution of the necessary documentation to finalize the easement purchase.

REPORT-IN-BRIEF: The KB Farm Properties, LLC property is located at 12633 Unger Road, Smithsburg, and will protect 2.72 acres of woodland serving as stream buffers and 17.28 acres of pastureland and hayland. This easement will serve to buffer roughly 1,900 feet of Grove Creek. The farm is located in the Priority Preservation Area (PPA), and lies along historic Unger Road.

Washington County has been funded to purchase CREP easements on over 1,100 acres of land since 2010. The KB Farm Properties, LLC easement will serve to both protect Maryland waterways, as well as preserve the agricultural, historic, cultural and natural characteristics of the land.

DISCUSSION: For FY 2020, the State of Maryland is awarding CREP grants to eligible properties on a project by project basis. Following County approval, the application will be submitted for State funding approval.

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

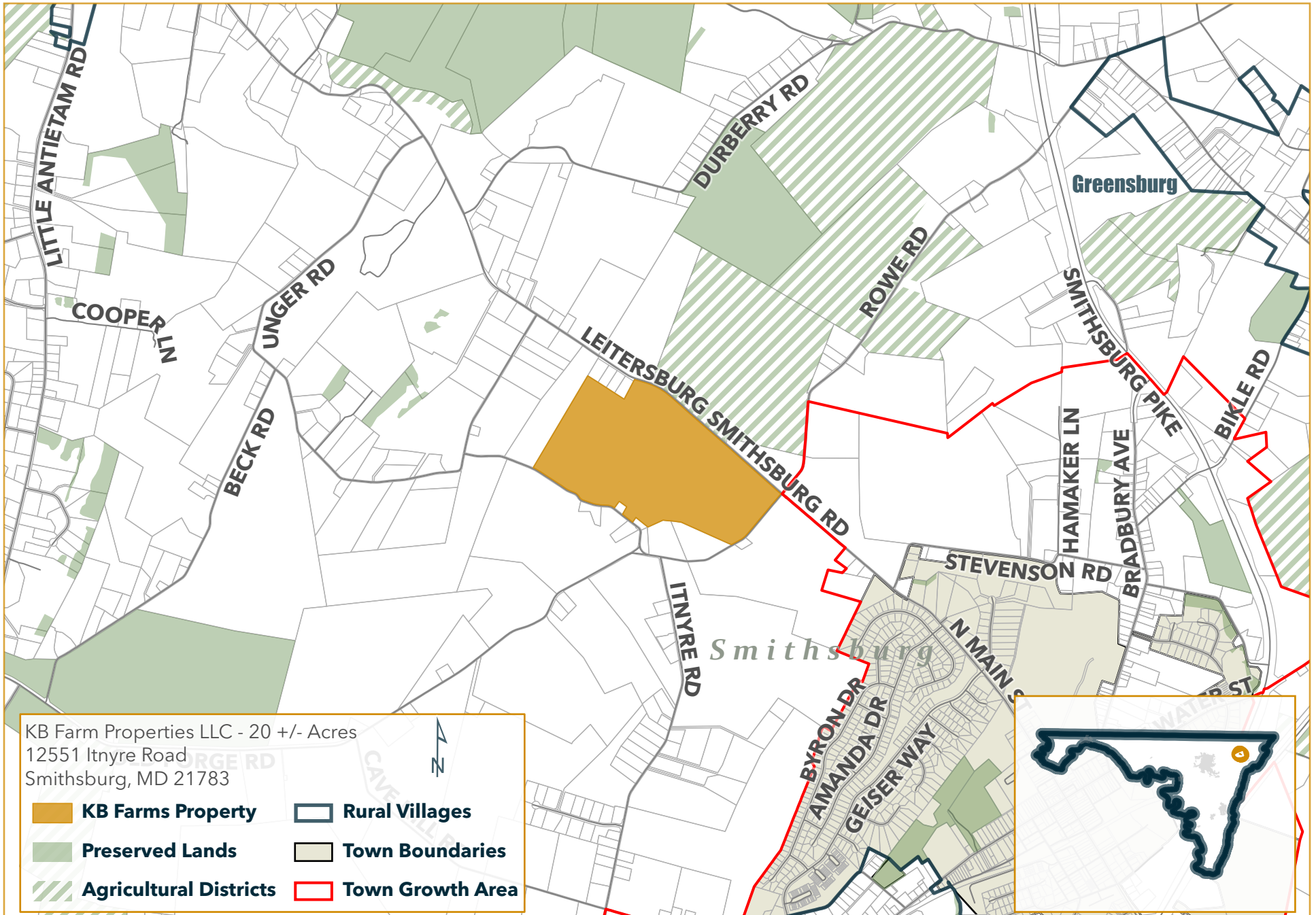
CONCURRENCES: DNR staff approves and supports our program. A final money allocation will be approved by the State Board of Public Works.

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

ATTACHMENTS: Aerial Map, Location Map, Detail Map, Ordinance

AUDIO/VISUAL NEEDS: Aerial Map







KB Farm Properties LLC - 20 +/-
Acres
12551 Itnyre Road
Smithsburg, MD 21783

- Roads
- ▭ KB Farms Property
- ▨ CREP Easement Area
- ▨ CREP Matching Area
- ▭ Streams



MD iMAP, DoIT



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

(Re: KB Farm Properties, LLC CREP Easement)

RECITALS

1. The Maryland Conservation Reserve Enhancement Program ("CREP") is a federal-State natural resources conservation program that addresses state and nationally significant agricultural related environmental concerns related to agriculture.
2. CREP provides financial incentives to program participants to voluntarily remove cropland and marginal pastureland from agricultural production in order to improve, protect, and enhance water quality in the Chesapeake Bay watershed and replacing it with the best management practices including establishment of riparian buffers, grass plantings, forbs, shrubs and trees, stabilization of highly erodible soils, habitat restoration for plant and animal species, and restoration of wetlands.
3. Protection is provided through the acquisition of easements and fee estates from willing landowners currently holding a fifteen (15) year CREP contract and the supporting activities of CREP Sponsors and local governments.
4. For FY2020, the State of Maryland ("State") is awarding CREP grants to eligible Counties (the "CREP Funds").
5. KB Farm Properties, LLC is the owner of real property consisting of 20.00 acres, more or less, (the "Property") in Washington County, Maryland. The Property is more particularly described on Exhibit A attached hereto.
6. The County has agreed to pay the approximate sum of FIFTY-SEVEN THOUSAND, SEVEN HUNDRED DOLLARS AND EIGHTY CENTS (\$57,700.80), which is a portion of the CREP Funds, to the Property Owner for a Deed of Conservation Easement on the Property (the "KB Farm Properties, LLC CREP Easement").

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

ADOPTED this 29th day of October, 2019.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Krista L. Hart, Clerk

BY: _____
Jeffrey A. Cline, President

Approved as to legal sufficiency:

Kirk C. Downey
County Attorney

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

EXHIBIT A--DESCRIPTION OF EASEMENT AREA

ALL those lots or parcels of land, and all the rights, ways, privileges and appurtenances thereunto belonging or in anywise appertaining, situate in Election District No. 7, Washington County, Maryland, being part of the property identified by the State Department of Assessments and Taxation as tax account no. 07-016603, and being shown and designated as CREP EASEMENT AREAS on the Plat(s) to be created and recorded among the Plat Records of Washington County, Maryland.

BEING part of the property which was conveyed from Nathan H. Weber and Jane M. Weber, his wife, to KB Farm Properties, LLC, a Maryland limited liability company, by Deed dated April 1, 2003 and recorded in Liber 1969, Folio 686 among the Land Records of Washington County, Maryland.



Open Session Item

SUBJECT: Battery Storage Projects – Payment in Lieu of Taxes Agreements (PILOTs)

PRESENTATION DATE: November 12, 2019

PRESENTATION BY: Stephen Wiley, Innolith Snook LLC

RECOMMENDED MOTION: Motion to authorize the execution of the proposed PILOT agreements.

REPORT-IN-BRIEF: This presentation is follow-up to the prior presentation on September 10, 2019. In 2016 the Board of County Commissioners approved PILOT agreements for three utility scale battery storage projects proposed in cooperation with the Hagerstown Light Department, one project by Mitsubishi Heavy Industries (MHI) and the other two with Alevo USA. Customized Energy Solutions, Ltd., provided consulting and operations support. Only the MHI project, subsequently assigned to Alevo, was built. Alevo went bankrupt before constructing the other two projects. Innolith Snook LLC has acquired the existing project and seeks to revive the other two projects as well.

DISCUSSION: Since first proposed in 2016, the introduction of utility scale batteries has progressed slowly in the U.S. and the rest of the world as regulatory and economic structures designed without consideration of such a technology continue to be reformed. Innolith expects that eventually the global market for utility scale batteries will become very large and thus is willing to build projects now that have lower profit margins in order to gain experience and refine designs in anticipation of selling many more batteries, not just in the U.S., but globally, including places such as China and India that have under-developed electric grids or in nations with aggressive renewable energy goals.

Therefore, given the generally slim profit margin that the projects are expected to earn, Washington County's 2.37% business personal property tax is significant. Additionally, given the capital-intensive nature of these projects where the batteries and related equipment cost millions of dollars and are all considered "business personal property (BPP)," any BPP tax is comparatively more significant for such a project than for the average business in which only a relatively small portion of the start-up costs is considered BPP.

Md. Code Ann., Tax-Property Article, provides authority for the County to enter into a negotiated payment in lieu of taxes on personal property owned by Innolith in this circumstance. The Code further provides that publicly owned property leased or otherwise made available to a person with the privilege to use that property in connection with a business that is conducted for profit shall be taxed as though the lessee or user of the property were the owner of the property.

FISCAL IMPACT: PILOT payments that would otherwise not be received and the placement of certain property into a taxable status. No expected opportunity cost since the project locations are either adjacent to existing electric substations owned by Hagerstown Light Department or on property otherwise reserved for such use, and thus minimal likelihood of any other business locating taxable assets at such locations.

CONCURRENCES: None

ALTERNATIVES: Forgo the opportunity presented by the projects and the PILOTs

ATTACHMENTS: BOCC Meeting Minutes dated June 7, 2016, and September 10, 2019 and PowerPoint presentation

AUDIO/VISUAL NEEDS: PowerPoint description of projects by presenters desired

EXCERPT #1: Board of County Commissioners OPEN Session Meeting Minutes dated June 7, 2016

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

June 7, 2016

BATTERY STORAGE PROJECTS PAYMENT IN LIEU OF TAXES

Attorney Jason Divelbiss and Bill Schofield, Vice President of Corporate Development, Customized Energy Solutions, Inc. (CES) appeared before the County Commissioners to discuss the proposal to bring a 2 megawatt battery storage project to Hagerstown in cooperation with Mitsubishi Heavy Industries (MHI) and two additional projects totaling 10 megawatts in cooperation with Alevo Energy. Mr. Schofield discussed the project to build battery storage centers on city-owned property at three different electric substations and provide 12 megawatts of on-demand energy capacity. Stored power from the project would help regulate the energy grid with increased efficiency and decreased emissions. Instant energy would be supplied during high demand periods and energy would be stored during lower demand times. The proposed scope of projects are:

- 1) 4 megawatt, 30 minute duration project by Alevo located at the Hagerstown Light Department's (HLD) Fairgrounds substation;
- 2) 60 megawatt, 30 minute duration project by Alevo located at the HLD's Wesel Boulevard substation; and,
- 3) 2 megawatt, 15 minute duration project by MHI located at the HLD's Marty Snook Park substation near the City of Hagerstown's wastewater treatment facility.

CES is requesting approval of a payment in lieu of taxes (PILOT) due to the capital-intensive projects that provide a low profit margin. The County's business personal property tax would be waived the first three years of a ten-year lease with the City of Hagerstown, with seven discounted yearly payments throughout the remainder of the initial lease term. The Commissioners discussed the proposal including the fact that the projects would be built on property that cannot be developed and will never be taxable. The City of Hagerstown previously endorsed the projects.

Commissioner Cline, seconded by Keefer, moved to authorize the execution of the proposed Payment in Lieu of Taxes agreements with Customized Energy Solutions, Inc. as presented. The motion passed unanimously. (4-0, Commissioner Barr was absent.)

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

September 10, 2019

BATTERY STORAGE PROJECTS – PAYMENT IN LIEU OF TAXES (PILOT)

AGREEMENT

Bill Schofield, Customized Energy Solutions, Ltd.; Stephen Wiley, Innolith Snook, LLC; and Nathan Fridinger, Hagerstown Light, requested execution of two (2) PILOT agreements with Innolith Snook LLC. Mr. Wiley explained that in 2016, the Board of County Commissioners approved PILOT agreements for three utility scale battery storage projects, proposed in cooperation with the Hagerstown Light Department; one (1) project by Mitsubishi Heavy Industries (MHI) and two (2) with Alevo USA. He noted that only the MHI project, subsequently assigned to Alevo, was built; Alevo went bankrupt before constructing the other two (2) projects. Innolith Snook LLC has acquired the existing project and seeks to revive the other two (2) projects as well. Mr. Wiley confirmed that positions would be filled from the local community. Mr. Fridinger shared that Hagerstown Light Department is fully prepared to accept the PILOT as presented.

The Commissioners discussed the information as presented and reached a consensus that additional information is needed, to include a formal proposal showing payment amounts. The Commissioners also asked for information as approved in 2016 on the same project.



Hagerstown Utility Scale Battery Storage Projects

Presentation to Washington County Commissioners

October , 2019

Innolith – Battery Energy Storage Projects

Details of projects

- One operating demo facility at 1220 Kenly Ave, 2 proposed projects in Hagerstown city limits.
- Each project would be situated on an HLD-owned piece of property that is very small in size and doesn't have any other commercial uses.
- \$10 million in aggregate cost.
- HLD would receive an estimated \$350k in annual electricity revenue; mitigates cost of electricity service for all other HLD customers.
- 2MW facility received PILOT agreement approval in 2016
- Projects will inject capital spending locally and hire local workers with little impact on county resources.

Request

Washington County to consider and approve PILOT agreements for the Snook operating facility and the 2 new projects.



Battery Storage Project Features vs Solar/Wind Project

Energy Storage

- Very small footprint
- Equipment cost per MW high
- Storage can provide many more applications like energy and regional transmission stability
- Innolith technology is cutting edge
 - Very early stage of maturation
 - Like all technologies, technology needs time to mature
 - Technology maturity will result in cost decrease
 - Receives no federal tax subsidies as stand-alone facility
- Project economics sensitive to tax burden

PV Solar

- Requires much more land per unit of output
- Equipment cost per MW much less expensive
- Solar applications are limited to energy and cannot provide other electrical grid requirements.
- Solar technology is much more mature
 - Because of its relative maturity, cost of solar equipment has dropped significantly over time
 - Solar technology receives federal tax subsidies

High Personal Property Tax Burden Will Jeopardize Viability of ESS Facilities

Innolith Tax Abatement Proposal Assumptions

Inputs	
Original Equipment Cost	\$ 8,500,000.00
County BBP Tax Rate	2.370%
Standard Depreciation Rate	10%
Category F Depreciation Rate Per Year	50%
Minimum Assessment Value (25% of Original Cost)	\$ 2,125,000.00

Innolith Tax Abatement Proposal

Year	Assessment Value Using Standard Depreciation Rate (10%)	County Tax Liability with No PILOT	Assessment Value Using Category F Depreciation Rate (50%)	County Tax Liability Using Category F Depreciation Rate	Innolith Proposed Payment for 2 New Facilities Payments	Snook Payment Per PILOT Agreement
1	\$ 7,650,000	\$ 181,305	\$ 800,000	\$ 18,960	\$ 50,000	\$ -
2	\$ 6,800,000	\$ 161,160	\$ 400,000	\$ 9,480	\$ 50,000	\$ 6,700
3	\$ 5,950,000	\$ 141,015	\$ 400,000	\$ 9,480	\$ 50,000	\$ 6,700
4	\$ 5,100,000	\$ 120,870	\$ 400,000	\$ 9,480	\$ 50,000	\$ 6,700
5	\$ 4,250,000	\$ 100,725	\$ 400,000	\$ 9,480	\$ 50,000	\$ 6,700
6	\$ 3,400,000	\$ 80,580	\$ 400,000	\$ 9,480	\$ 60,000	\$ 6,700
7	\$ 2,550,000	\$ 60,435	\$ 400,000	\$ 9,480	\$ 60,000	\$ 6,700
8	\$ 2,125,000	\$ 50,363	\$ 400,000	\$ 9,480	\$ 60,000	\$ 6,700
9	\$ 2,125,000	\$ 50,363	\$ 400,000	\$ 9,480	\$ 60,000	
10	\$ 2,125,000	\$ 50,363	\$ 400,000	\$ 9,480	\$ 60,000	
	TOTAL	\$ 997,177.50		\$ 104,280	\$ 550,000	\$ 46,900

Thank you for your attention and look forward to your questions

Appendix

Benefits of Three Facilities During Construction and Operation

Hagerstown Light Department

- Lease payments
 - \$7800/mo beginning first month of construction through operations
 - HLD electrical service revenues estimated at \$450,000 annually
 - HLD currently receives approximately \$2100/mo in rent and option payments and typically \$4500-\$5000/mo in net energy sales.
 - Potential for peak shaving agreement with HLD that will reduce HLD's power supply costs.

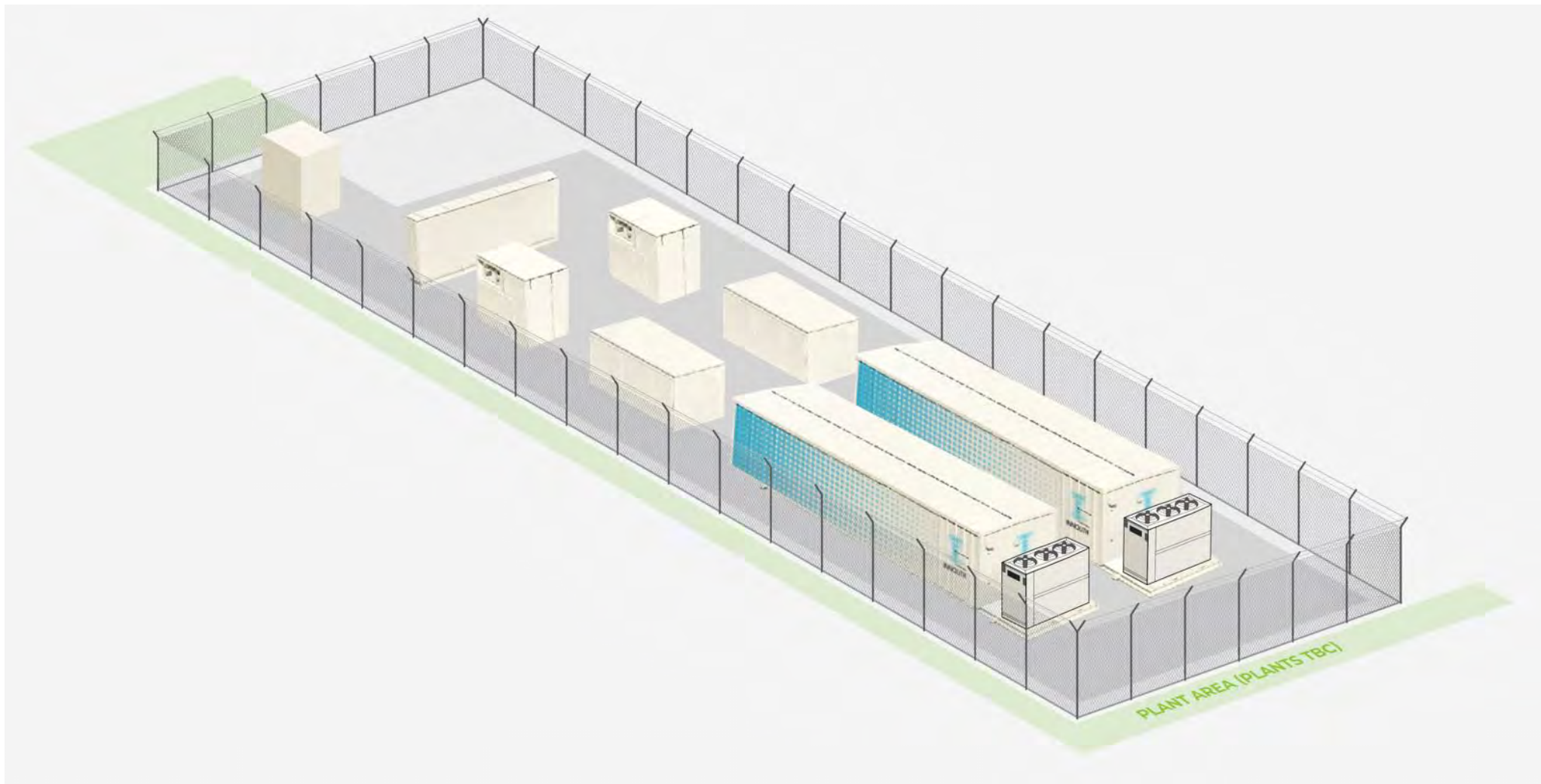
Construction Period

- 114 jobs projected to be created
- Jobs in electrical and civil among other services required
- Over \$100,000 expected to be spent on local services such as hotels, restaurants, rentals, tooling, etc.
- Additional local suppliers will be needed for concrete, fence, and landscaping

Operations

- Ongoing annual services estimated at approximately \$175,000 per year
- Services include communications, warehouse personnel, hotels and restaurants, supplies, and electrical services.
- Warehouse has been leased in Williamsport and will be used for repairs on system. As a result it is expected Innolith will either contract or hire personnel from local area to perform work.

Fairgrounds 3D



Memorial ESS

Memorial Substation





Agenda Report Form

Open Session Item

SUBJECT: Hagerstown Urban Improvement Project-Capital Bond Bill Grant Application Submission

PRESENTATION DATE: November 12, 2019

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

RECOMMENDED MOTION: Move to approve the submission of the FY20 Maryland Capital Bond Bill application and accept awarded funds and approve execution of grant documents upon receipt from the Maryland Department of General Services.

REPORT-IN-BRIEF: In 2017, Governor Hogan authorized five years of Capital Bond Bill funding totaling \$7.5 million for the Urban Improvement Project. The County has received the application packet for the third year of funding in the amount of \$500,000. Once the application is submitted the State will provide a grant agreement to the County for review and execution.

DISCUSSION: The Department of General Services (DGS) has provided the County with the application for the third year of Capital Bond Bill funding for the Hagerstown Urban Improvement Project. The amount of funding allocated in FY20 is \$500,000. The total amount of funding authorized over 5 years is as follows:

2018	\$1,500,000
2019	\$750,000
2020	\$500,000
2021	\$2,500,000
2022	\$2,250,000

The funding will be used to reimburse costs associated with the Urban Improvement Project including the Maryland Theatre Expansion, Barbara Ingram School Expansion and proposed multi-use Plaza. Once the application is submitted to the Department of General Services, a grant agreement for the funding will be sent to the County for execution.

FISCAL IMPACT: The grant will provide \$500,000 for costs associated with the Urban Improvement Project.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL TO BE USED: N/A



Agenda Report Form

Open Session Item

SUBJECT: Washington County Public Service Academy-Capital Bond Bill Grant Application Submission

PRESENTATION DATE: November 12, 2019

PRESENTATION BY: Scott Hobbs, Director, Division of Engineering, Susan Buchanan, Director, Office of Grant Management

RECOMMENDED MOTION: Move to approve the submission of the FY20 Maryland Capital Bond Bill application for the Washington County Public Service Academy and accept awarded funds and approve execution of grant documents upon receipt from the Maryland Department of General Services.

REPORT-IN-BRIEF: In 2019, Governor Hogan authorized a Capital Bond Bill enacted by the General Assembly to provide \$500,000 for the Washington County Public Service Academy. The County has received the application packet for the Capital Bond Bill grant. Once the application is submitted, the State will provide a grant agreement for the County to review and execute.

DISCUSSION: The Department of General Services (DGS) has provided the County with the application for the Capital Bond Bill funding for the Washington County Public Service Academy. The amount of funding allocated in FY20 is \$500,000. The funding can be used for the acquisition, planning, design, construction, site improvement, and capital equipping of the new Washington County Public Service Academy

The facility will provide a centralized and easily accessible training location for a large number of police, fire, correctional, and other emergency services personnel serving in and around Washington County, as well as providing training to people planning to enter those fields. The total projected budget for the project is \$11,500,000.

Once the application is submitted to the Department of General Services, a grant agreement for the funding will be sent to the County for execution.

FISCAL IMPACT: The grant will provide \$500,000 for costs associated with the Washington County Public Service Academy

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL TO BE USED: N/A



Agenda Report Form

Open Session Item

SUBJECT: Construction Bid Award – Professional Boulevard Bridge

PRESENTATION DATE: November 12, 2019

PRESENTATION BY: Scott Hobbs, Director, Division of Engineering

RECOMMENDED MOTION: Move to award the Professional Boulevard Bridge contract to the lowest responsive, responsible bidder, Kinsley Construction, Inc. of Hagerstown, in the amount of \$8,963,695. and execute a Memorandum of Agreement (MOA) for infrastructure responsibilities relating to the proposed annexation.

REPORT-IN-BRIEF: The project was advertised in the Herald Mail, on the County’s website, and on the State of Maryland’s website, “e-Maryland Marketplace Advantage (eMMA).” Eight (8) bids were received and opened on Wednesday, October 30, 2019, as listed below and further detailed on the attached Bid Tabulation.

<u>Contractor:</u>	<u>Bid:</u>
Kinsley Construction, Inc.	\$ 8,963,695.00
C. William Hetzer, Inc.	\$ 9,210,784.65
Charles J. Merlo, Inc.	\$ 9,245,975.00
Milani Construction	\$ 9,393,091.50
Concrete General	\$ 9,654,055.40
Triton Construction Inc.	\$ 9,872,966.79
Rustler Construction Inc.	\$10,131,948.25
Corman Kokosing	\$10,284,390.50

The bids have been evaluated and the low bid is in order. The engineer’s estimate for this work is \$9,200,000.

DISCUSSION: The Professional Boulevard Bridge / Phase I project involves construction of a four-lane bridge over Antietam Creek and grading in Phase II. The bridge will provide a connection between Washington County and the City of Hagerstown near Eastern Boulevard. The project benefits include reducing congestion and emergency response times, improving economic development opportunities, and enhancing the transportation network. The project is a 550 consecutive calendar day contract with an anticipated Notice to Proceed in January 2020, and completion date in the summer 2021. Bid documents include liquidated damages in the amount of \$500.00 per calendar day for work beyond the completion date. Attached is a MOA for infrastructure responsibilities relating to the proposed annexation including future bridge and road construction/maintenance.

FISCAL IMPACT: This is a budgeted Capital Improvement Plan (CIP) Project. Funds are available from Professional Boulevard Bridge/Phase I (RDI055) and Professional Boulevard Phase II (RDI056) accounts.

CONCURRENCES: Budget and Finance (Fiscal Impact), County Attorney

ALTERNATIVES: N/A

ATTACHMENTS: Aerial Map, Bid Tabulation, MOA

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

Professional Boulevard Corridor





**WASHINGTON COUNTY DIVISION OF ENGINEERING
 BID TABULATION
 PROFESSIONAL BOULEVARD BRIDGE W5001 OVER ANTIETAM CREEK & ROAD GRADING STA 21+23 TO STA 52+63**

Bid Opening: OCTOBER 30, 2019 at 2:00 PM

Contract No. RD-PB-244-10

Item No.	Item	Unit	Quantity	Kinsley Construction, Inc. 14702 Crown Lane Hagerstown, MD		C. William Hetzer, Inc. 9401 Sharpsburg Pike Hagerstown, MD		Charles J. Merlo, Inc. 234 Merlo Rd Mineral Point, PA 15942		Milani Construction 2001 Martin Luther King Jr. Ave Washington DC 20020		Concrete General 8000 Beachcraft Ave Gaithersburg, MD 20879		Triton Construction, Inc. PO Box 1360 Saint Albans, WV 25177		Rustler Construction, Inc. 9209 Old Marlboro Pike Upper Marlboro, MD		Corman Kokosing 12001 Guilford Road Annapolis Junction, MD 20701	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1001	Clearing and Grubbing	LS	1	\$46,090.00	\$46,090.00	\$270,020.00	\$270,020.00	\$28,671.00	\$28,671.00	\$57,500.00	\$57,500.00	\$46,000.00	\$46,000.00	\$286,211.89	\$286,211.89	\$245,000.00	\$245,000.00	\$200,000.00	\$200,000.00
1002	Type B Engineers Office	LS	1	\$40,890.00	\$40,890.00	\$41,470.00	\$41,470.00	\$54,966.00	\$54,966.00	\$80,000.00	\$80,000.00	\$65,000.00	\$65,000.00	\$35,000.00	\$35,000.00	\$47,000.00	\$47,000.00	\$100,000.00	\$100,000.00
1003	Maintenance of Traffic	LS	1	\$19,470.00	\$19,470.00	\$10,880.00	\$10,880.00	\$18,731.00	\$18,731.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$22,000.00	\$22,000.00	\$121,000.00	\$121,000.00	\$100,000.00	\$100,000.00
1004	Temporary Traffic Signs	SF	150	\$34.00	\$5,100.00	\$25.00	\$3,750.00	\$21.00	\$3,150.00	\$20.00	\$3,000.00	\$20.00	\$3,000.00	\$20.00	\$3,000.00	\$25.00	\$3,750.00	\$40.00	\$6,000.00
1005	Drums for Maintenance of Traffic	EA	50	\$90.00	\$4,500.00	\$56.00	\$2,800.00	\$75.00	\$3,750.00	\$25.00	\$1,250.00	\$30.00	\$1,500.00	\$142.00	\$7,100.00	\$100.00	\$5,000.00	\$100.00	\$5,000.00
1006	Type III Barricade for Maintenance of Traffic	EA	4	\$348.00	\$1,392.00	\$280.00	\$1,120.00	\$226.00	\$904.00	\$200.00	\$800.00	\$330.00	\$1,320.00	\$190.00	\$760.00	\$350.00	\$1,400.00	\$500.00	\$2,000.00
1007	Temporary Orange Construction Fence	LF	400	\$3.00	\$1,200.00	\$3.05	\$1,220.00	\$3.00	\$1,200.00	\$4.00	\$1,600.00	\$6.00	\$2,400.00	\$5.00	\$2,000.00	\$3.00	\$1,200.00	\$6.00	\$2,400.00
1008	Crusher Run Aggregate CR-6 for MOT	TON	10	\$29.00	\$290.00	\$75.00	\$750.00	\$97.00	\$970.00	\$75.00	\$750.00	\$96.20	\$962.00	\$48.68	\$486.80	\$65.00	\$650.00	\$60.00	\$600.00
1009	Hot Mix Asphalt for MOT	TON	20	\$231.00	\$4,620.00	\$285.00	\$5,700.00	\$156.00	\$3,120.00	\$150.00	\$3,000.00	\$200.00	\$4,000.00	\$200.00	\$4,000.00	\$200.00	\$4,000.00	\$160.00	\$3,200.00
1010	Construction Stakeout	LS	1	\$52,625.00	\$52,625.00	\$41,850.00	\$41,850.00	\$109,759.00	\$109,759.00	\$40,000.00	\$40,000.00	\$58,000.00	\$58,000.00	\$70,000.00	\$70,000.00	\$58,000.00	\$58,000.00	\$350,000.00	\$350,000.00
1011	Mobilization	LS	1	\$514,000.00	\$514,000.00	\$760,540.00	\$760,540.00	\$171,177.00	\$171,177.00	\$900,000.00	\$900,000.00	\$796,000.00	\$796,000.00	\$987,300.00	\$987,300.00	\$519,500.00	\$519,500.00	\$900,000.00	\$900,000.00
1012	Critical Path Method Project Schedule	LS	1	\$5,900.00	\$5,900.00	\$4,000.00	\$4,000.00	\$8,688.00	\$8,688.00	\$3,500.00	\$3,500.00	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00	\$10,000.00	\$10,000.00	\$20,000.00	\$20,000.00
1013	As-Built Drawings	LS	1	\$6,320.00	\$6,320.00	\$4,000.00	\$4,000.00	\$12,986.00	\$12,986.00	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00	\$5,000.00	\$5,000.00	\$27,500.00	\$27,500.00	\$5,000.00	\$5,000.00
2001	Class I Excavation	CY	29000	\$18.32	\$531,280.00	\$23.50	\$681,500.00	\$9.00	\$261,000.00	\$26.50	\$768,500.00	\$7.60	\$220,400.00	\$18.00	\$522,000.00	\$20.00	\$580,000.00	\$18.00	\$522,000.00
2002	Contingent: Class 1-A Excavation	CY	6000	\$15.35	\$92,100.00	\$0.10	\$600.00	\$13.00	\$78,000.00	\$9.50	\$57,000.00	\$32.50	\$195,000.00	\$18.00	\$108,000.00	\$22.00	\$132,000.00	\$39.00	\$234,000.00
2003	Contingent: Common Borrow	CY	13100	\$23.95	\$313,745.00	\$0.10	\$1,310.00	\$24.75	\$324,225.00	\$15.00	\$196,500.00	\$5.00	\$65,500.00	\$10.00	\$131,000.00	\$20.00	\$262,000.00	\$16.00	\$209,600.00
2004	Contingent: Test Pit Excavation	CY	60	\$138.00	\$8,280.00	\$5.00	\$300.00	\$89.00	\$5,340.00	\$125.00	\$7,500.00	\$200.00	\$12,000.00	\$70.00	\$4,200.00	\$20.00	\$1,200.00	\$50.00	\$3,000.00
2005	Existing Pavement Removal	CY	240	\$33.00	\$7,920.00	\$18.75	\$4,500.00	\$15.00	\$3,600.00	\$40.00	\$9,600.00	\$24.00	\$5,760.00	\$7.00	\$1,680.00	\$60.00	\$14,400.00	\$50.00	\$12,000.00
2006	Contingent: Geosynthetic Stabilized Subgrade using Graded	CY	5000	\$32.00	\$160,000.00	\$0.10	\$500.00	\$44.00	\$220,000.00	\$19.00	\$95,000.00	\$43.50	\$217,500.00	\$45.00	\$225,000.00	\$35.00	\$175,000.00	\$35.00	\$175,000.00
2007	Existing Curb & Gutter Removal	LF	180	\$8.60	\$1,548.00	\$4.60	\$828.00	\$12.00	\$2,160.00	\$3.00	\$540.00	\$10.00	\$1,800.00	\$5.00	\$900.00	\$12.00	\$2,160.00	\$8.00	\$1,440.00
2008	Contingent: Undercut and Backfill using Mix 1 Concrete	CY	875	\$192.00	\$168,000.00	\$230.00	\$201,250.00	\$173.00	\$151,375.00	\$90.00	\$78,750.00	\$250.00	\$218,750.00	\$185.00	\$161,875.00	\$280.00	\$245,000.00	\$120.00	\$105,000.00
2009	Contingent: Undercut and Backfill using CR-6	CY	1300	\$59.20	\$76,960.00	\$82.00	\$106,600.00	\$55.00	\$71,500.00	\$26.00	\$33,800.00	\$114.00	\$148,200.00	\$51.00	\$66,300.00	\$62.00	\$80,600.00	\$45.00	\$58,500.00
3001	Contingent: Select Backfill	CY	500	\$35.00	\$17,500.00	\$24.50	\$12,250.00	\$48.00	\$24,000.00	\$17.00	\$8,500.00	\$56.00	\$28,000.00	\$45.00	\$22,500.00	\$29.00	\$14,500.00	\$35.00	\$17,500.00
3002	4 Inch Sub-Drain Pipe	LF	73	\$26.00	\$1,898.00	\$48.50	\$3,540.50	\$27.00	\$1,971.00	\$65.00	\$4,745.00	\$30.00	\$2,190.00	\$18.00	\$1,314.00	\$22.00	\$1,606.00	\$80.00	\$5,840.00
3003	6 Inch Sub-Drain Pipe	LF	97	\$29.00	\$2,813.00	\$25.50	\$2,473.50	\$35.00	\$3,395.00	\$65.00	\$6,305.00	\$30.00	\$2,910.00	\$20.00	\$1,940.00	\$30.00	\$2,910.00	\$65.00	\$6,305.00
3004	15 Inch Reinforced Concrete Pipe, Class IV	LF	109	\$75.00	\$8,175.00	\$74.00	\$8,066.00	\$118.00	\$12,862.00	\$60.00	\$6,540.00	\$127.00	\$13,843.00	\$71.00	\$7,739.00	\$80.00	\$8,720.00	\$100.00	\$10,900.00
3005	18 Inch Reinforced Concrete Pipe, Class IV	LF	1050	\$72.00	\$75,600.00	\$73.00	\$76,650.00	\$130.00	\$136,500.00	\$70.00	\$73,500.00	\$132.00	\$138,600.00	\$81.00	\$85,050.00	\$86.00	\$90,300.00	\$100.00	\$105,000.00
3006	24 Inch Reinforced Concrete Pipe, Class IV	LF	500	\$100.00	\$50,000.00	\$88.00	\$44,000.00	\$177.00	\$88,500.00	\$85.00	\$42,500.00	\$146.00	\$73,000.00	\$104.00	\$52,000.00	\$112.00	\$56,000.00	\$125.00	\$62,500.00
3007	54 Inch Reinforced Concrete Pipe, Class IV	LF	351	\$271.00	\$95,121.00	\$275.00	\$96,525.00	\$343.00	\$120,393.00	\$250.00	\$87,750.00	\$405.00	\$142,155.00	\$308.00	\$108,108.00	\$275.00	\$96,525.00	\$325.00	\$114,075.00
3008	32 Inch x 49 Inch Horizontal Elliptical RCP, Class HE IV	LF	230	\$246.00	\$56,580.00	\$225.00	\$51,750.00	\$316.00	\$72,680.00	\$220.00	\$50,600.00	\$351.00	\$80,730.00	\$282.00	\$64,860.00	\$220.00	\$50,600.00	\$180.00	\$41,400.00
3009	43 Inch x 68 Inch Horizontal Elliptical RCP, Class HE IV	LF	321	\$414.00	\$132,894.00	\$400.00	\$128,400.00	\$389.00	\$124,869.00	\$350.00	\$112,350.00	\$470.00	\$150,870.00	\$392.00	\$125,832.00	\$356.00	\$114,276.00	\$450.00	\$144,450.00
3010	15 Inch Concrete End Section	EA	1	\$680.00	\$680.00	\$1,030.00	\$1,030.00	\$1,094.00	\$1,094.00	\$1,100.00	\$1,100.00	\$900.00	\$900.00	\$595.00	\$595.00	\$900.00	\$900.00	\$2,000.00	\$2,000.00
3011	24 Inch Concrete End Section	EA	1	\$990.00	\$990.00	\$1,340.00	\$1,340.00	\$1,418.00	\$1,418.00	\$1,500.00	\$1,500.00	\$1,250.00	\$1,250.00	\$927.00	\$927.00	\$1,200.00	\$1,200.00	\$3,000.00	\$3,000.00
3012	Type C Endwall for 24 Inch Pipe	EA	1	\$1,740.00	\$1,740.00	\$3,220.00	\$3,220.00	\$2,223.00	\$2,223.00	\$3,100.00	\$3,100.00	\$2,400.00	\$2,400.00	\$2,490.00	\$2,490.00	\$2,500.00	\$2,500.00	\$4,500.00	\$4,500.00
3013	Nonstandard Endwall	CY	64	\$1,710.00	\$109,440.00	\$2,160.00	\$138,240.00	\$1,277.00	\$81,728.00	\$750.00	\$48,000.00	\$900.00	\$57,600.00	\$1,370.00	\$87,680.00	\$1,300.00	\$83,200.00	\$1,500.00	\$96,000.00
3014	10 FT COG Inlet - Minimum Depth	EA	13	\$5,110.00	\$66,430.00	\$6,590.00	\$85,670.00	\$4,495.00	\$58,435.00	\$6,800.00	\$88,400.00	\$5,100.00	\$66,300.00	\$4,580.00	\$59,540.00	\$6,200.00	\$80,600.00	\$7,500.00	\$97,500.00
3015	20 FT COG Inlet - Minimum Depth	EA	1	\$7,270.00	\$7,270.00	\$8,460.00	\$8,460.00	\$6,294.00	\$6,294.00	\$11,000.00	\$11,000.00	\$6,500.00	\$6,500.00	\$6,000.00	\$6,000.00	\$9,000.00	\$9,000.00	\$8,000.00	\$8,000.00
3016	COG Inlet - Vertical Depth	LF	12	\$182.00	\$2,184.00	\$0.10	\$1.20	\$378.00	\$4,536.00	\$500.00	\$6,000.00	\$300.00	\$3,600.00	\$600.00	\$7,200.00	\$300.00	\$3,600.00	\$125.00	\$1,500.00
3017	10 FT COS Inlet - Minimum Depth	EA	3	\$5,320.00	\$15,960.00	\$6,670.00	\$20,010.00	\$4,495.00	\$13,485.00	\$6,500.00	\$19,500.00	\$5,000.00	\$15,000.00	\$4,600.00	\$13,800.00	\$6,500.00	\$19,500.00	\$7,000.00	\$21,000.00
3018	COS Inlet - Vertical Depth	LF	2	\$182.00	\$364.00	\$0.10	\$0.20	\$378.00	\$756.00	\$350.00	\$700.00	\$300.00	\$600.00	\$600.00	\$1,200.00	\$300.00	\$600.00	\$100.00	\$200.00
3019	Single Type K Inlet - Minimum Depth	EA	3	\$2,590.00	\$7,770.00	\$5,860.00	\$17,580.00	\$1,840.00	\$5,520.00	\$4,700.00	\$14,100.00	\$3,900.00	\$11,700.00	\$2,620.00	\$7,860.00	\$3,000.00	\$9,000.00	\$5,500.00	\$16,500.00
3020	Single Type K Inlet - Vertical Depth	LF	6	\$261.00	\$1,566.00	\$0.10	\$0.60	\$377.00	\$2,262.00	\$375.00	\$2,250.00	\$330.00	\$1,980.00	\$412.00	\$2,472.00	\$200.00	\$1,200.00	\$100.00	\$600.00
3021	48 Inch Diameter Manhole - Minimum Depth	EA	1	\$3,240.00	\$3,240.00	\$5,610.00	\$5,610.00	\$2,716.00	\$2,716.00	\$4,500.00	\$4,500.00	\$4,000.00	\$4,000.00	\$5,600.00	\$5,600.00	\$7,500.00	\$7,500.00	\$6,000.00	\$6,000.00
3022	48 Inch Diameter Manhole - Vertical Depth	LF	6	\$198.00	\$1,188.00	\$0.10	\$0.60	\$362.00	\$2,172.00	\$345.00	\$2,070.00	\$300.00	\$1,800.00	\$530.00	\$3,180.00	\$120.00	\$720.00	\$100.00	\$600.00
3023	Modified Double Type S Inlet - Minimum Depth	EA	5	\$3,640.00	\$18,200.00	\$8,290.00	\$41,450.00	\$3,792.00	\$18,960.00	\$6,500.00	\$32,500.00	\$7,600.00	\$38,000.00	\$5,100.00	\$25,500.00	\$4,800.00	\$24,000.00	\$6,000.00	\$30,000.00
3024	Modified Double Type S Inlet - Vertical Depth	LF	14	\$315.00	\$4,410.00	\$0.10	\$1.40	\$763.00	\$10,682.00	\$725.00	\$10,150.00	\$1,000.00	\$14,000.00	\$910.00	\$12,740.00	\$250.00	\$3,500.00	\$100.00	\$1,400.00
3025	12 FT x 4 FT Filtrera with Sedimentation Chamber	EA	1	\$24,925.00	\$24,925.00	\$25,970.00	\$25,970.00	\$27,031.00	\$27,031.00	\$29,000.00	\$29,000.00	\$30,000.00	\$30,000.00	\$27,000.00	\$27,000.00	\$32,000.00	\$32,000.00	\$28,000.00	\$28,000.00
3026	16 FT x 4 FT Filtrera with Sedimentation Chamber	EA	2	\$29,130.00	\$58,260.00	\$30,360.00	\$60,720.00	\$31,246.00	\$62,492.00	\$33,000.00	\$66,000.00	\$34,000.00	\$68,000.00	\$32,000.00	\$64,000.00	\$36,630.00	\$73,260.00	\$30,000.00	\$60,000.00
3027	12 FT x 6 FT Filtrera with Sedimentation Chamber	EA	1	\$31,370.00															

Contract No. RD-PB-244-10

Kinsley Construction, Inc. 14702 Crown Lane Hagerstown, MD	C. William Hetzer, Inc. 9401 Sharpsburg Pike Hagerstown, MD	Charles J. Merlo, Inc. 234 Merlo Rd Mineral Point, PA 15942	Milani Construction 2001 Martin Luther King Jr. Ave Washington DC 20020	Concrete General 8000 Beachcraft Ave Gaithersburg, MD 20879	Triton Construction, Inc. PO Box 1360 Saint Albans, WV 25177	Rustler Construction, Inc. 9209 Old Marlboro Pike Upper Marlboro, MD	Corman Kokosing 12001 Guilford Road Annapolis Junction, MD 20701
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Item No.	Item	Unit	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
3046	Class I Riprap Ditch	SY	1759	\$44.00	\$77,396.00	\$22.75	\$40,017.25	\$35.00	\$61,565.00	\$75.00	\$131,925.00	\$58.00	\$102,022.00	\$58.00	\$102,022.00	\$60.00	\$105,540.00	\$65.00	\$114,335.00
3047	Class II Riprap Ditch	SY	50	\$191.00	\$9,550.00	\$84.00	\$4,200.00	\$58.00	\$2,900.00	\$75.00	\$3,750.00	\$118.00	\$5,900.00	\$72.00	\$3,600.00	\$100.00	\$5,000.00	\$125.00	\$6,250.00
3048	Bottom Cutoff Walls for Class I Riprap	LF	147	\$34.00	\$4,998.00	\$29.00	\$4,263.00	\$16.00	\$2,352.00	\$35.00	\$5,145.00	\$8.00	\$1,176.00	\$36.00	\$5,292.00	\$56.00	\$8,232.00	\$30.00	\$4,410.00
3049	Bottom Cutoff Walls for Class II Riprap	LF	18	\$203.00	\$3,654.00	\$46.50	\$837.00	\$15.00	\$270.00	\$60.00	\$1,080.00	\$8.00	\$144.00	\$40.00	\$720.00	\$83.00	\$1,494.00	\$30.00	\$540.00
3050	8" Silt Sock	LF	120	\$2.70	\$324.00	\$8.10	\$972.00	\$17.00	\$2,040.00	\$12.00	\$1,440.00	\$19.00	\$2,280.00	\$4.00	\$480.00	\$17.00	\$2,040.00	\$30.00	\$3,600.00
3051	Turbidity Curtain	LF	105	\$43.00	\$4,515.00	\$100.00	\$10,500.00	\$112.00	\$11,760.00	\$50.00	\$5,250.00	\$70.00	\$7,350.00	\$27.00	\$2,835.00	\$105.00	\$11,025.00	\$20.00	\$2,100.00
3052	Contingent Flowable Fill	CY	18	\$150.00	\$2,700.00	\$170.00	\$3,060.00	\$283.00	\$5,094.00	\$500.00	\$9,000.00	\$392.00	\$7,056.00	\$165.00	\$2,970.00	\$300.00	\$5,400.00	\$200.00	\$3,600.00
4001	Structure Excavation (Class 3)	CY	1000	\$38.00	\$38,000.00	\$5.00	\$5,000.00	\$18.00	\$18,000.00	\$70.00	\$70,000.00	\$45.00	\$45,000.00	\$1.00	\$1,000.00	\$75.00	\$75,000.00	\$30.00	\$30,000.00
4002	Drilled Shafts, 42 Inch Diameter	LF	193	\$464.00	\$89,552.00	\$830.00	\$160,190.00	\$895.00	\$172,735.00	\$600.00	\$115,800.00	\$1,400.00	\$270,200.00	\$970.00	\$187,210.00	\$900.00	\$173,700.00	\$470.00	\$90,710.00
4003	Rock Sockets, 36 Inch Diameter	LF	178	\$1,120.00	\$199,360.00	\$1,170.00	\$208,260.00	\$1,300.00	\$231,400.00	\$1,000.00	\$178,000.00	\$1,450.00	\$258,100.00	\$1,200.00	\$213,600.00	\$1,500.00	\$267,000.00	\$1,100.00	\$195,800.00
4004	Probe Holes	LF	591	\$43.00	\$25,413.00	\$12.75	\$7,535.25	\$79.00	\$46,689.00	\$5.00	\$2,955.00	\$80.00	\$47,280.00	\$60.00	\$35,460.00	\$43.00	\$25,413.00	\$50.00	\$29,550.00
4005	Integrity Testing (CSL)	EA	22	\$1,415.00	\$31,130.00	\$2,250.00	\$49,500.00	\$2,317.00	\$50,974.00	\$500.00	\$11,000.00	\$1,500.00	\$33,000.00	\$3,500.00	\$77,000.00	\$2,200.00	\$48,400.00	\$2,000.00	\$44,000.00
4006	Concrete Parapet	LS	1	\$168,400.00	\$168,400.00	\$122,950.00	\$122,950.00	\$133,019.00	\$133,019.00	\$160,000.00	\$160,000.00	\$134,000.00	\$134,000.00	\$180,000.00	\$180,000.00	\$151,000.00	\$151,000.00	\$250,000.00	\$250,000.00
4007	Superstructure Concrete for Bridge	LS	1	\$526,250.00	\$526,250.00	\$510,720.00	\$510,720.00	\$483,333.00	\$483,333.00	\$400,000.00	\$400,000.00	\$525,000.00	\$525,000.00	\$375,000.00	\$375,000.00	\$425,000.00	\$425,000.00	\$650,000.00	\$650,000.00
4008	Substructure Concrete for Bridge	LS	1	\$336,800.00	\$336,800.00	\$456,240.00	\$456,240.00	\$230,145.00	\$230,145.00	\$300,000.00	\$300,000.00	\$303,000.00	\$303,000.00	\$400,000.00	\$400,000.00	\$410,000.00	\$410,000.00	\$641,000.00	\$641,000.00
4009	Footing Concrete	CY	233	\$585.00	\$136,305.00	\$670.00	\$156,110.00	\$463.00	\$107,879.00	\$650.00	\$151,450.00	\$600.00	\$139,800.00	\$600.00	\$139,800.00	\$600.00	\$139,800.00	\$1,000.00	\$233,000.00
4010	Approach Slab Concrete	LS	1	\$92,620.00	\$92,620.00	\$102,890.00	\$102,890.00	\$74,737.00	\$74,737.00	\$125,000.00	\$125,000.00	\$71,000.00	\$71,000.00	\$105,000.00	\$105,000.00	\$122,000.00	\$122,000.00	\$100,000.00	\$100,000.00
4011	Moment Slab Concrete	CY	219	\$411.00	\$90,009.00	\$480.00	\$105,120.00	\$399.00	\$87,381.00	\$500.00	\$109,500.00	\$460.00	\$101,740.00	\$425.00	\$93,075.00	\$555.00	\$121,545.00	\$500.00	\$109,500.00
4012	Epoxy Coated Reinforcing Steel Bars	LS	1	\$374,690.00	\$374,690.00	\$334,800.00	\$334,800.00	\$562,636.00	\$562,636.00	\$350,000.00	\$350,000.00	\$360,000.00	\$360,000.00	\$300,000.00	\$300,000.00	\$285,000.00	\$285,000.00	\$300,000.00	\$300,000.00
4013	Fabricated Structural Steel	LS	1	\$1,463,285.00	\$1,463,285.00	\$1,604,500.00	\$1,604,500.00	\$1,821,755.00	\$1,821,755.00	\$1,506,000.00	\$1,506,000.00	\$1,656,000.00	\$1,656,000.00	\$1,400,000.00	\$1,400,000.00	\$1,612,620.00	\$1,612,620.00	\$1,200,000.00	\$1,200,000.00
4014	Metal Railing	LF	883	\$81.00	\$71,523.00	\$62.00	\$54,746.00	\$80.00	\$70,640.00	\$70.00	\$61,810.00	\$76.00	\$67,108.00	\$70.00	\$61,810.00	\$66.00	\$58,278.00	\$65.00	\$57,395.00
4015	Retaining Wall 1	LS	1	\$89,465.00	\$89,465.00	\$150,000.00	\$150,000.00	\$86,144.00	\$86,144.00	\$330,000.00	\$330,000.00	\$81,000.00	\$81,000.00	\$180,000.00	\$180,000.00	\$130,000.00	\$130,000.00	\$100,000.00	\$100,000.00
4016	Retaining Wall 2	LS	1	\$103,145.00	\$103,145.00	\$97,740.00	\$97,740.00	\$98,812.00	\$98,812.00	\$110,000.00	\$110,000.00	\$98,000.00	\$98,000.00	\$100,000.00	\$100,000.00	\$120,000.00	\$120,000.00	\$75,000.00	\$75,000.00
4017	Retaining Wall 3	LS	1	\$223,130.00	\$223,130.00	\$250,000.00	\$250,000.00	\$196,596.00	\$196,596.00	\$215,000.00	\$215,000.00	\$212,000.00	\$212,000.00	\$250,000.00	\$250,000.00	\$264,000.00	\$264,000.00	\$200,000.00	\$200,000.00
4018	Retaining Wall 4	LS	1	\$252,600.00	\$252,600.00	\$251,740.00	\$251,740.00	\$280,637.00	\$280,637.00	\$220,000.00	\$220,000.00	\$230,000.00	\$230,000.00	\$275,000.00	\$275,000.00	\$367,000.00	\$367,000.00	\$225,000.00	\$225,000.00
4019	Settlement Monitoring Points and Plates	LS	1	\$11,160.00	\$11,160.00	\$5,150.00	\$5,150.00	\$51,026.00	\$51,026.00	\$4,000.00	\$4,000.00	\$4,800.00	\$4,800.00	\$27,000.00	\$27,000.00	\$28,000.00	\$28,000.00	\$6,000.00	\$6,000.00
4020	Utility Supports on Structures	LS	1	\$22,100.00	\$22,100.00	\$48,180.00	\$48,180.00	\$35,862.00	\$35,862.00	\$13,000.00	\$13,000.00	\$19,000.00	\$19,000.00	\$27,000.00	\$27,000.00	\$25,000.00	\$25,000.00	\$20,000.00	\$20,000.00
5001	Graded Aggregate Base - 4 Inch Depth	SY	19895	\$3.40	\$67,643.00	\$5.50	\$109,422.50	\$4.00	\$79,580.00	\$4.50	\$89,527.50	\$4.80	\$95,496.00	\$4.50	\$89,527.50	\$4.10	\$81,569.50	\$4.00	\$79,580.00
5002	Graded Aggregate Base - 6 Inch Depth	SY	15840	\$6.00	\$95,040.00	\$7.40	\$117,216.00	\$8.00	\$126,720.00	\$6.30	\$99,792.00	\$7.00	\$110,880.00	\$6.50	\$102,960.00	\$6.65	\$105,336.00	\$5.50	\$87,120.00
5003	Hot Mix Asphalt Superpave Surface 12.5mm PG70-22	TON	260	\$93.00	\$24,180.00	\$94.00	\$24,440.00	\$120.00	\$31,200.00	\$75.00	\$19,500.00	\$95.00	\$24,700.00	\$70.00	\$18,200.00	\$77.00	\$20,020.00	\$70.00	\$18,200.00
5004	Hot Mix Asphalt Superpave Base 19mm PG64S-22, Level 2	TON	650	\$74.00	\$48,100.00	\$67.00	\$43,550.00	\$91.00	\$59,150.00	\$75.00	\$48,750.00	\$90.00	\$58,500.00	\$72.00	\$46,800.00	\$79.00	\$51,350.00	\$72.00	\$46,800.00
5005	Price Adjustment for Asphalt Binder	EA	10000	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00
5006	Grinding Asphalt Pavement 1 Inch to 2 Inch	SY	410	\$13.60	\$5,576.00	\$8.10	\$3,321.00	\$12.00	\$4,920.00	\$14.00	\$5,740.00	\$13.00	\$5,330.00	\$12.00	\$4,920.00	\$13.00	\$5,330.00	\$6.00	\$2,460.00
5007	8 Inch Portland Cement Concrete Pavement for Driveway, Mix 9	SY	175	\$113.00	\$19,775.00	\$120.00	\$21,000.00	\$110.00	\$19,250.00	\$130.00	\$22,750.00	\$105.00	\$18,375.00	\$100.00	\$17,500.00	\$140.00	\$24,500.00	\$40.00	\$7,000.00
5008	Full Depth Saw Cuts	LF	300	\$2.10	\$630.00	\$2.55	\$765.00	\$6.00	\$1,800.00	\$5.00	\$1,500.00	\$3.00	\$900.00	\$3.45	\$1,035.00	\$14.00	\$4,200.00	\$3.00	\$900.00
6001	Type A Combination Curb & Gutter	LF	890	\$24.00	\$21,360.00	\$24.25	\$21,582.50	\$87.00	\$77,430.00	\$20.00	\$17,800.00	\$35.00	\$31,150.00	\$49.00	\$43,610.00	\$40.00	\$35,600.00	\$25.00	\$22,250.00
6002	Type C Combination Curb & Gutter	LF	110	\$25.00	\$2,750.00	\$36.50	\$4,015.00	\$87.00	\$9,570.00	\$20.00	\$2,200.00	\$35.00	\$3,850.00	\$62.00	\$6,820.00	\$55.00	\$6,050.00	\$25.00	\$2,750.00
6003	4 Inch Concrete Sidewalk	SF	3910	\$6.10	\$23,851.00	\$6.90	\$26,979.00	\$8.00	\$31,280.00	\$10.00	\$39,100.00	\$10.00	\$39,100.00	\$8.00	\$31,280.00	\$8.00	\$31,280.00	\$7.00	\$27,370.00
6004	6 Foot Chain Link Fence	LF	200	\$40.00	\$8,000.00	\$34.00	\$6,800.00	\$58.00	\$11,600.00	\$40.00	\$8,000.00	\$44.00	\$8,800.00	\$50.00	\$10,000.00	\$39.00	\$7,800.00	\$40.00	\$8,000.00
6005	Pedestrian Barrier	LF	1050	\$310.00	\$325,500.00	\$295.00	\$309,750.00	\$375.00	\$393,750.00	\$275.00	\$288,750.00	\$402.00	\$422,100.00	\$325.00	\$341,250.00	\$287.00	\$301,350.00	\$300.00	\$315,000.00
6006	Pedestrian Barrier Spare Panels	LF	32	\$211.00	\$6,752.00	\$330.00	\$10,560.00	\$189.00	\$6,048.00	\$220.00	\$7,040.00	\$240.00	\$7,680.00	\$160.00	\$5,120.00	\$210.00	\$6,720.00	\$250.00	\$8,000.00
6007	Wire Pilaster with Stone Cap and Fill	EA	4	\$2,320.00	\$9,280.00	\$7,300.00	\$29,200.00	\$3,303.00	\$13,212.00	\$3,200.00	\$13,200.00	\$2,100.00	\$8,400.00	\$3,000.00	\$12,000.00	\$7,000.00	\$28,000.00	\$5,000.00	\$20,000.00
6008	Landscape Forms 'Stay Bench'	EA	4	\$2,250.00	\$9,000.00	\$2,340.00	\$9,360.00	\$2,917.00	\$11,668.00	\$2,500.00	\$10,000.00	\$1,100.00	\$4,400.00	\$2,600.00	\$10,400.00	\$2,800.00	\$11,200.00	\$2,500.00	\$10,000.00
7001	Placing Salvaged Topsoil, 4 Inch Depth	SY	16430	\$1.70	\$27,931.00	\$3.95	\$64,898.50	\$4.00	\$65,720.00	\$3.00	\$49,290.00	\$1.50	\$24,645.00	\$3.50	\$57,505.00	\$2.70	\$44,361.00	\$2.50	\$41,075.00
7002	Contingent: Placing Furnished Topsoil, 4 Inch Depth	SY	1000	\$9.60	\$9,600.00	\$5.00	\$5,000.00	\$9.00	\$9,000.00	\$6.50	\$6,500.00	\$12.50	\$12,500.00	\$9.00	\$9,000.00	\$12.00	\$12,000.00	\$6.00	\$6,000.00
7003	Temporary Seeding	SY	9300	\$0.04	\$372.00	\$0.25	\$2,325.00	\$0.85	\$7,905.00	\$2.00	\$18,600.00	\$1.10	\$10,230.00	\$0.90	\$8,370.00	\$0.50	\$4,650.00	\$0.60	\$5,580.00
7004	Temporary Mulch	SY	9300	\$0.23	\$2,139.00	\$0.25	\$2,325.00	\$0.75	\$6,975.00	\$2.00	\$18,600.00	\$1.10	\$10,230.00	\$0.90	\$8,370.00	\$0.50	\$4,650.00	\$0.90	\$8,370.00
7005	Turfgrass Establishment	SY	15130	\$3.10	\$46,903.00	\$0.80	\$12,104.00	\$1.00	\$15,130.00	\$1.00	\$15,130.00	\$1.30	\$19,669.00	\$1.00	\$15,130.00	\$0.90	\$13,617.00	\$0.70	\$10,591.00
7006	Temporary Turfgrass Establishment	SY	12270	\$1.90	\$23,313.00	\$0.45	\$5,521.50	\$1.00	\$12,270.00	\$2.00	\$24,540.00	\$1.30	\$15,951.00	\$1.00	\$12,270.00	\$1.20	\$14,724.00	\$0.90	\$11,043.00
7007	Turfgrass Sod Establishment	SY	1300	\$10.05	\$13,065.00</														

AGREEMENT AS TO PROFESSIONAL BOULEVARD AND VICINITY

This Agreement as to Professional Boulevard and Vicinity ("Agreement") is made this ____ day of _____, 2019, by and between the Mayor and Council of the City of Hagerstown, Maryland, a body corporate and politic ("City"), and the Board of County Commissioners of Washington County, Maryland, a body corporate and politic and a political subdivision of the State of Maryland ("County"). The City and the County may sometimes be referred to in this Agreement individually as a Party or collectively as the Parties.

RECITALS

The Parties hereto have corporate boundaries which border one another at the area known as Professional Boulevard and Vicinity as shown on Exhibit 1, attached hereto and incorporated herein.

The Parties wish to enter into this Agreement to provide for cooperative maintenance of the streets, bridge, and other infrastructure in and around Professional Boulevard and Vicinity.

The Parties deem this Agreement to be mutually beneficial to maintain said streets, bridge, and other infrastructure in accordance with the terms set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree as follows:

1. **Recitals.** The foregoing recitals be and are hereby incorporated herein by reference.
2. **Stormwater Management Facility.** The Stormwater Management Facility depicted on Exhibit 1 is presently maintained by the Hagerstown-Washington County Industrial Foundation, Inc. ("CHIEF"), subject to a written Memorandum of Agreement dated April 2, 2012 ("MOA"), by and among the County, CHIEF, and Meritus Endowment Development Company, Inc. The County shall assign all of its rights and obligations under Paragraph VI. POST-CONSTRUCTION A. a. (as they specifically relate to maintenance of the Stormwater Management Facility) of the MOA to the City, meaning that the City shall assume maintenance responsibilities for the SWM BMP's beginning on or about [REDACTED] 2027. The County shall furnish and install required reforestation in the pond and will warranty the plantings. The County shall provide the

City with all of the hydrologic/hydraulic design report and as-built drawings of the Stormwater Management Facility.

3. **Professional Boulevard east of Antietam Creek.** The County shall complete the design, bidding, and construction of the street system within the City limits east of Antietam Creek, as depicted on Exhibit 1. Upon construction of said streets within the City limits, the City staff will recommend to Mayor and Council to accept said streets for full City maintenance including pavement markings, pavement, curb, sidewalk, and stormwater management structures. Upon acceptance, the City shall include said streets in its annual report to State Highway Administration to obtain additional highway user revenue to cover the paving maintenance. The parties shall discuss a logical sharing of the responsibilities as to snowplowing to avoid “dead end” areas to plow. For example, the City may agree to plow all of Professional Boulevard and the roundabout at Yale Drive, with the County to plow Yale Drive. At or near the execution of this Agreement, the City shall amend its Annexation Plan (Exhibit D to Annexation Case No. A-2018-01) to be consistent with this Paragraph.

4. **Driveway Location Design and Access.** The County shall provide the City with copies of all agreements made regarding driveway location design and access control appearing within the City limits on Exhibit 1.

5. **Forest Conservation Easements.** The County shall continue to maintain all forest conservation easements depicted on Exhibit 1 in perpetuity.

6. **Drainage, Utility, & Revertible Easements.** All drainage, utility, and revertible easements within the area annexed by the City and shown on the County’s Right-of-Way Plats 100-10-586 and 100-10-587 will be conveyed to the City. The City shall maintain these easements in perpetuity.

7. **Professional Boulevard west of Antietam Creek.** The County shall complete the design, bidding, and construction for the widening of existing Professional Boulevard west of Antietam Creek, as well as its extension to the bridge over Antietam Creek. The City shall provide a field inspector to assist the County field staff for the widening of existing Professional Court. The City shall fund the widening of existing Professional Court which is estimated to cost approximately \$2,500,000. County shall assist and support the City in applications for Appalachian Regional Commission grant opportunities, and other grant opportunities.

8. **Funding for Final Design Plan Revisions for Professional Boulevard west of Antietam Creek.** The City shall contribute up to \$50,000 toward amending the design plan for the purpose of finalizing access requests of property owners and the

creation of stand-alone bid documents for the portion of Professional Boulevard west of Antietam Creek.

9. **Funding for Bridge Construction and Maintenance.** The County shall fund and construct the bridge spanning Antietam Creek depicted on Exhibit 1. All major capital bridge maintenance in the future shall be funded in the following ratio:

- a. 80% Federal Aid (as administered by the County);
- b. 10% County; and
- c. 10% City.

In addition, the City shall fund and perform all other routine bridge maintenance, such as surface repairs, scupper maintenance, etc.

10. **Finality.** This Agreement, including Exhibit 1, is the Parties' final and complete agreement and supersedes all prior agreements for Professional Boulevard and Vicinity between the Parties.

11. **Effectiveness.** This Agreement shall become effective on the date signed by both Parties and shall remain in full force and in effect until terminated by written mutual agreement of the Parties.

12. **Assignment and Applicability.** This Agreement cannot be assigned without the written consent of both Parties.

13. **Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland. Any suit involving any dispute or matter arising under this Agreement shall be brought in the Circuit Court for Washington County, Maryland, unless that court does not have subject matter jurisdiction, in which case the action shall be brought in the District Court of Maryland for Washington County. The parties hereto consent to such jurisdiction.

12. **Notices.** Notices required under this Agreement are effective if given to the following, unless updated notice information is provided by either Party to the other in the future:

If to the City:

City Clerk
1 West Franklin Street
Hagerstown, MD 21740

With a courtesy copy to:
Jason Morton
Salvatore & Morton, LLC
82 West Washington Street, Suite 100
Hagerstown, Maryland 21740

If to the County:
County Clerk
100 West Washington Street
Hagerstown, MD 21740

With a courtesy copy to:
Kirk C. Downey, County Attorney
100 West Washington Street
Hagerstown, Maryland 21740

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed and delivered.

ATTEST:

MAYOR AND CITY COUNCIL OF
HAGERSTOWN, MARYLAND

Donna K. Spickler, Clerk

By: _____
Robert E. Bruchey, II, Mayor

Approved as to form and
legal sufficiency:

Recommended for approval:

Jason Morton, City Attorney

Rodney Tissue, City Engineer

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY,
MARYLAND

ATTEST:

Krista L. Hart, Clerk

By: _____
Jeffrey A. Cline, President

Recommended for County approval:

Authorized for execution by the County:

Scott Hobbs, Director of Engineering

Robert Slocum, County Administrator

Approved as to form and
legal sufficiency:

Kirk C. Downey, County Attorney

DRAFT



Agenda Report Form

Open Session Item

SUBJECT: Construction Bid Award – Back Road

PRESENTATION DATE: November 12, 2019

PRESENTATION BY: Scott Hobbs, Director, Division of Engineering

RECOMMENDED MOTION: Move to award the Back Road contract to the lowest responsive, responsible bidder, Lantz Construction DBA Building Systems of Hagerstown, Maryland, in the amount of \$1,913,175 for the base bid plus add alternate 1 and 2.

REPORT-IN-BRIEF: The project was advertised in the Herald Mail, on the County's website, and on the State of Maryland's website, e-Maryland Marketplace. One (1) bid was received and opened on Wednesday, May 8, 2019. FEMA has been reviewing eligible costs on the project for several months since the bid opening. The bids have been evaluated and the low bid is in order. The engineer's estimate for the work is \$1,750,000.

DISCUSSION: South County experienced significant flooding and damage to numerous roads and structures in May 2018. This road was severely damaged and has been closed since the flooding. The project involves the reconstruction of the road, shoulders, culvert; and stream restoration. This is a design-build contract with a 300 consecutive calendar day contract. The anticipated Notice to Proceed is in November 2019 with a scheduled completion in the summer of 2020. The bid documents include Liquidated Damages in the amount of \$500.00 per calendar day for work beyond the completion date. The road will continue to be closed for the project duration.

FISCAL IMPACT: There is available budgeted funding in the Back Road Culvert 11/03 (BRG086) and Stormwater Retrofits (DNG039) projects in the Capital Improvement Plan (CIP), and FEMA reimburses eligible costs currently estimated at \$368,000 on the project. The Hoffmaster and Harpers Ferry project (DNG077) is covering local costs for the South County flooding projects along with funds received for direct administrative costs. Final costs and reimbursements for the flood event will be determined upon completion of the projects.

CONCURRENCES: Budget and Finance (Fiscal Impact)

ALTERNATIVES: This is the most cost effective and practical alternative to reopen the road. The road was severely damaged in the flooding.


ATTACHMENTS: Aerial Map, Bid Tabulation

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

Back Road Repairs



Legend

 - Limits of Work

0 75 150 225 300 Feet

N

**WASHINGTON COUNTY DIVISION OF ENGINEERING
 BID TABULATION
 BACK ROAD
 BID OPENING: MAY 8, 2019**



**Lantz Construction Co.
 DBA Building Systems
 Hagerstown, MD**

DESCRIPTION	ITEM NO.	QTY.	UNIT	UNIT PRICE	ITEM TOTAL
Site 1 (Asphalt Road Repairs)	1	1	LS	1,190,500.00	1,190,500.00
Site 2 (Asphalt Road/Shoulder Repairs)	2	1	LS	352,975.00	352,975.00
Site 3 (Bridge Erosion Repair)	3	1	LS	164,100.00	164,100.00
Add Alternate 1 (Concrete Road in lieu of Asphalt)	4	1	LS	54,500.00	54,500.00
Add Alternate 2 (New Box Culvert Replacing Existing Bridge)	5	1	LS	151,300.00	151,300.00
Add Alternate 3 (Additional Box Culvert)	6	1	LS	255,950.00	255,950.00
Total:					\$ 2,169,325.00



Open Session Item

SUBJECT: Minimum Wage Analysis

PRESENTATION DATE: November 12, 2019

PRESENTATION BY: Sara Greaves, Chief Financial Officer, Rachel Brown, Director, Human Resources

RECOMMENDED MOTION: For consideration to establish an approach for the FY2021 budget and future years.

REPORT-IN-BRIEF: Commissioner Meinelschmidt requested the County's plan of action to address the minimum wage legislation through FY2025. The CFO presented options for discussion on October 15, 2019 and was directed to bring back certain information.

DISCUSSION: The current minimum wage is \$10.10 per hour. Maryland law makers passed legislation to raise minimum wage to \$15 per hour by 2025 through incremental yearly increases.

Current legislation

Below is the required minimum wage changes per Maryland legislation.

\$10.10 Current

\$11 on Jan. 1, 2020, 9% increase

\$11.75 on Jan. 1, 2021, 7% increase

\$12.50 on Jan. 1, 2022, 6% increase

\$13.25 on Jan. 1, 2023, 6% increase

\$14 on Jan. 1, 2024, 6% increase

\$15 on Jan. 1, 2025, 7% increase

Previously discussed options

Option 1 – Increase entire scale by 49%

Estimated Cost - \$30 million

Recommended – No

Option 2 – Create new scale and restructure employee classifications

Estimated Cost - \$10-15M

Recommended – No

Option 3 – Move employees to closest step on scale who fall below stated minimum wage
 Estimated Cost - \$2M
 Recommended – For discussion

Option 4 – Provide annual COLA’s of 2% to increase entire scale; plus, over the five year period phase out Grades 4 and 5.
 Estimated Cost - \$8.75M
 Recommended – For discussion

NEW - Option 5 – Increase all employee wages by the same amount of the minimum wage increase.
 Estimated Cost - \$10.2M

Recommended – For discussion as a result of commissioner request. This option would eliminate the current wage/step scale that the county utilizes which includes 8% between grades and 2.5% between steps. This methodology would eliminate a standardization between grades and steps. Staff would not recommend this option.

Current	New	Diff	Hours per year	Annual	FT Emp	Column1
\$10.10	\$11.00	\$0.90	2080	\$1,872.00	800	\$1,497,600
\$11.00	\$11.75	\$0.75	2080	\$1,560.00	800	\$1,248,000
\$11.75	\$12.50	\$0.75	2080	\$1,560.00	800	\$1,248,000
\$12.50	\$13.25	\$0.75	2080	\$1,560.00	800	\$1,248,000
\$13.25	\$14.00	\$0.75	2080	\$1,560.00	800	\$1,248,000
\$14.00	\$15.00	\$1.00	2080	\$2,080.00	800	\$1,664,000
				FT Cost		\$8,153,600
				PT Cost (option 3)		\$2,000,000
				Total		\$10,153,600

NEW – Option 6 - Provide an annual COLA of 1% to increase entire scale; plus, over the five year period phase out Grades 4 and 5.
 An “In the middle” approach between options 3 and 4 was directed to be brought back.
 Estimated Cost - \$4.4M
 Recommended – For discussion

While the above option represents a middle of the road approach as requested, there is concern over it being associated as a result of the minimum wage legislation.

Wage history since 2010 shows step increases in four of those years, COLA’s in four of those years, and no action in three of those years due to financial constraints.

With current step structure of 2.5%, It is prudent to offer a 1% COLA annually, even outside of the minimum wage discussion. It would be a best practice to provide both a step and COLA annually to maintain scale alignment and reward employees outside of the minimum wage discussion.

Economic Development – Comments from the Chamber of Commerce

What will private sector do to address minimum wage legislation? There may be a variety of ways that local business could react to the legislation which include; 1) raising prices to consumers; 2) reducing employee benefits; 3) reduction in working hours; 4) laying off employees; 5) increasing use of technology; 6) relocating business to other locations that have a lower minimum wage; 7) reduction in owner salary; 8) delay or cancel expansion plans; 9) close the business.

Other County Responses

Through research, we have discovered that similarly situated counties have not yet discussed an approach for moving forward. However, they have stated that they anticipate COLA adjustments on their entire scale or a separate part-time scale to meet the requirement. They have yet to discuss with their county executives or commissioners funding mechanisms for these COLA's.

Considerations

Stability is an important component of County employment. Through the recession, the County was able to retain all employees at the same pay and benefit levels, unlike other private business or governments that may have laid off employees or enacted furloughs. This was due to conservative planning from our predecessors. It has provided a valuable lesson in that long term sustainability relies on conservative spending and flexibility of reserves. During those difficult years, capital reserves were drawn down to support the County when revenues decreased. Many economists predict that a decline or recession is in our near future, in the next 1 to 3 years. It is difficult to predict when it will occur. The uncertainty that comes with the 2020 presidential election may also impact the economy and business decisions. In addition, known factors such as Kirwan and solutions for Fire & EMS issues are currently being discussed for funding. Steps are programmed to be provided to existing personnel each year at 2.5%. By fiscal year 2025, existing employees will have received step increases totaling 12.5% over what they make today.

The below chart represents the number of employees under minimum wage, including 2.5% annual step. All positions represent part time employees except 1.

Year	Min Wage	2020	2021	2022	2023	2024	2025
2020	\$ 11.00	155					
2021	\$ 11.75	181	169				
2022	\$ 12.50	326	242	181			
2023	\$ 13.25	369	342	342	325		
2024	\$ 14.00	381	378	371	342	342	
2025	\$ 15.00	440	414	386	381	374	369

The County provides a rich benefit package to employees, including affordable health insurance and pension plans. These benefits, on average, equate to approximately \$9.86 per hour based on an average wage of \$56,485.

Closing Remarks

Minimum wage is a mandate that the County must provide for. The County has been proactive in thinking about this legislation and the impact on both employees and local business. Thoughtful consideration of both County employees and the County as a whole is of utmost importance.

FISCAL IMPACT: Variable

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: None

AUDIO/VISUAL NEEDS: N/A



Open Session Item

SUBJECT: FY2019 Year End Report

PRESENTATION DATE: November 12, 2019

PRESENTATION BY: Sara Greaves, Chief Financial Officer

RECOMMENDATION: For informational purposes.

REPORT-IN-BRIEF: FY2019 year-end summary will be provided.

DISCUSSION: The County ended the year in an overall positive manner, increasing fund balance in the General Fund by \$3.8 million. This positive net change provides for the County's cash reserve policy requirement at 17.92%.

Major Revenue Factors:

- Property tax revenue exceeded budget by \$1.0 million or 0.8%.
- Income Tax revenue exceeded budget by \$2.8 million or 3.4%.
- Revenue from speed cameras came in under budget by \$2.5 million or 4.9%.
- Investment income was over budget by \$1.5 million.

Major Expenditure Factors:

- An additional transfer over what was originally budgeted of \$2.8 million was made to the Golf Course, Highway, and Capital Projects funds to offset operating shortfalls and to provide for future project costs and one time expenditures.
- General Fund departments came in under budget by \$2.1M.
- The OPEB payment was not made due to the trust's funding ratio exceeding 100%, which reduced expenditures by approximately \$0.6 million.
- An additional appropriation was required for the County's health reserve of \$0.6 million due to an increase health care costs and use.

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Power Point Presentation, FY2021 Budget Schedule

AUDIO/VISUAL NEEDS: None

Budget & Finance

FY2019 Year End Review



Washington County

M A R Y L A N D

FY2019 General Fund

Revenues

\$238,524,392

Expenditures

\$234,857,476

Reserves

\$3,666,916

FY2019 Revenue Highlights

	FY19 Budget	FY19 Actual	Variance
Real Property Tax	113.7	113.5	(0.2)
Personal Property Tax	14.1	15.0	0.9
Income Tax	84.0	86.8	2.8
Speed Camera	4.8	2.4	(2.4)
Sale of Property	0.05	0.9	0.8
Interest Income	0.7	2.1	1.5
Recordation Tax	6.5	6.9	0.4
Commercial Permits	0.1	0.3	0.2
Other	3.5	3.9	0.4
Total			4.4

* Does not include grants/billables

FY2019 Expenditure Highlights

Significant Expenditures (over)/under budget

Health Insurance	0.6
General Fund Departments	(2.1)
OPEB	(0.6)
Capital	2.5
Highway	0.2
Golf Course	0.1
Total	0.7

General Fund Cash Reserve

FY18

39.1M or
17.54%

FY19

42.7M or
17.92%

Significant Highlights of Other Funds

Highway



Solid Waste



Golf



Water



Sewer



FY2019 Highway



	Budget	Actual	Variance
Snow Removal	0.9	1.9	(1.0)
General Operations	2.0	1.6	0.4
Road Maintenance	5.3	4.9	0.4
Total			(0.2)

Solid Waste



Tipping fees exceeded budget by \$0.7M

Leachate costs exceeded budget by \$0.9M

Other significant costs:

Certified Rebuild of the CAT 826G Compactor and general repairs to the 826H Compactor for the Department of Solid Waste: \$800K

*General Fund appropriations - \$961,700.00

Golf



Revenues: under budget
by 185K

Expenditures: under
budget by 140K



Revenues: on budget

Expenditures: 270K under budget

*No FY2019 General Fund appropriations, however, may be appropriation in future

Sewer



Revenue: over budget by
\$1M

Expenditures: under
budget by \$500K

Capital Transfer to operating fund for cash reserve purposes.

*No FY2019 General Fund appropriations, however, may be appropriation in future

FY2020 CURRENT BUDGET YEAR



**FY
2021**

Budget Approach

Budget Schedule

CAPITAL IMPROVEMENT BUDGET (CIP)		OPERATING BUDGETS	
Budget Released	November 1, 2019	Budget Released	December 13, 2019
Budget Due to Budget & Finance	December 27, 2019	Budget Due to Budget & Finance	January 10, 2020

BUDGET PRESENTATIONS

February 11, 2020 – April 21, 2020

For detailed information regarding the Budget Schedule, please see the attached schedule documentation within the Agenda Report Form (ARF).

FY2021 Steps

Step 1

Begin with
FY2020 Budget

Step 2

Step Increases

Step 3

Mandates

Step 4

Safety Critical

Step 5

Other County Requests

- Efficiencies
- Reallocations
- Other Requests

Step 6

Outside Agencies

FY2021 Department Categories

Categories For
Departments
To Classify
Expenditures



State, federal or local mandates including: contract obligation; policy; and utility



Safety Critical



Efficiencies



Reallocations



Other Changes

Requests/Feedback



- **Commissioner Requests**
- **Initiatives**
- **Feedback**



Washington County

M A R Y L A N D

Thank you

Sara Greaves, C.P.A.
Chief Financial Officer
Washington County, MD
(240) 313-2303

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Fiscal Year 2021 Tentative Budget Schedule

<u>Capital Improvement Budget (CIP)</u>		<u>Operating Budgets</u>	
Budget released	November 1, 2019	Budget released	December 13, 2019
Budget due to Budget & Finance	December 27, 2019	Budget due to Budget & Finance	January 10, 2020

<u>Budget Item</u>	<u>Presentation By</u>	<u>Tentative Date</u>
<i>Capital Improvement</i>	Capital Improvement Committee	February 11, 2020
<i>No BOCC Meeting</i>		February 18, 2020
<i>Board of Education Capital Improvement</i>	Elected Board Capital Improvement Committee	February 25, 2020
<i>General Fund</i>	Sara Greaves	March 3, 2020
- Law Enforcement	Sheriff Mullendore	
- Emergency Services	David Hayes	
- Humane Society	Colin Berry	
- Community Funding	Susan Buchanan	
<i>No BOCC Meeting</i>		March 10, 2020
<i>Water Quality Funds</i>	TBD	March 17, 2020
<i>Solid Waste Fund</i>	Dave Mason	
<i>Airport Fund</i>	Garrison Plessinger	
<i>Hagerstown Community College</i>	Board of Trustees	lunch presentation
<i>General Fund</i>	Sara Greaves	
- Information Technology	TBD	
- Wireless Communications	TBD	
- Division of Budget & Finance	Sara Greaves	
- Public Relations & Marketing	Danielle Weaver	
- Business Development	Susan Small	
<i>Capital Improvement</i>	Capital Improvement Committee	March 24, 2020
<i>Washington County Free Library</i>	Board of Directors	lunch presentation
<i>General Fund</i>	Sara Greaves	
- Election Board	Kaye Robucci	
- Health Department	Earl Stoner	
- Social Services	Michael Piercy	
- University of MD Extension	Jennifer Thorn Bentejewski	
- Soil Conservation	Elmer Weibley	
- Weed Control	Lane Heimer	

<u>Budget Item</u>	<u>Presentation By</u>	<u>Tentative Date</u>
Public Hearing – Rate Changes Division of Public Works Grant Management Fund Gaming Fund Land Preservation Fund HEPMPO Fund	County Legal Department Andrew Eshleman Susan Buchanan Susan Buchanan Jill Baker Jill Baker	March 31, 2020
No BOCC Meeting		April 7, 2020
Capital Improvement General Fund - Circuit Court - Orphans Court - State’s Attorney - County Commissioners - County Clerk - County Administrator - Treasurer - County Attorney - Human Resources	Capital Improvement Committee Sara Greaves Kristin Grossnickle Jason Malott Charles Strong Rob Slocum Krista Hart Rob Slocum Todd Hershey Kirk Downey Rachel Brown	April 14, 2020
Capital Improvement General Fund - Plan Review & Permitting - Engineering - Construction - Zoning Appeals - Planning & Zoning - Museum of Fine Arts - Commission on Aging - Women’s Commission - Diversity Inclusion Committee - Forensic Investigator	Capital Improvement Committee Sara Greaves Ashley Holloway Scott Hobbs Richard Eichelberger Ashley Holloway Jill Baker Rebecca Massie Lane Amy Olack Andi Overton Krista Hart Krista Hart	April 21, 2020
No BOCC Meeting		April 28, 2020
Public Hearing at Hagerstown Community College, Kepler Theater, 6 p.m.		May 12, 2020
Adoption of Budget	Sara Greaves and BOCC	May 19, 2020

Public Hearing Notice:

- Required notice of proposed property tax rate (constant yield).
- Tax change, if applicable, is not to exceed 21 days but no less than seven days. This includes the day of the public hearing but not the day of the notice.



Agenda Report Form

Open Session Item

SUBJECT: Conveyance of Real Property to State of Maryland – Eastern and Jefferson Blvd (MD 64)

PRESENTATION DATE: November 12, 2019

PRESENTATION BY: Todd Moser, Real Property Administrator, Division of Engineering and Scott Hobbs, Director, Division of Engineering

RECOMMENDED MOTION: Move to approve the conveyance of real property consisting of 4,579 square feet in fee simple for zero consideration to the State of Maryland at the intersection of Eastern Boulevard and Jefferson Boulevard (MD 64).

REPORT-IN-BRIEF: The State of Maryland has requested the County convey of the right-of-way for the intersection improvements at Eastern Boulevard and Jefferson Boulevard (MD 64).

DISCUSSION: Work along Jefferson Boulevard (MD 64) will include extending and adding turn lanes, replacement of a culvert, and utility relocations. These improvements will be completed as part of the Eastern Boulevard Widening Phase I project.

FISCAL IMPACT: N/A

CONCURRENCES: County Attorney

ALTERNATIVES: N/A

ATTACHMENTS: Aerial Map

AUDIO/VISUAL NEEDS: Yes (Aerial Map)

Eastern Boulevard @ Jefferson Boulevard (MD 64)





Agenda Report Form

Open Session Item

SUBJECT: Correction of Conveyance Error

PRESENTATION DATE: November 12, 2019

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

RECOMMENDED MOTION: Move to approve the conveyance of 0.936 +/- acres of previously accepted roadbed (Blooming Meadows Court) back to the developer and to approve the conveyance of roadbed back to the County after corrections are made.

REPORT-IN-BRIEF: The developer conveyed a small portion of a homeowner's property in 2013 when transferring Blooming Meadows Court to the County.

DISCUSSION: County staff has worked with the developer and agreed to convey the accepted roadbed back to the developer. After the developer has conveyed the small strip of land back to the property owner the roadbed will be transferred back to the County.

FISCAL IMPACT: N/A

CONCURRENCES: County Attorney

ALTERNATIVES: N/A

ATTACHMENTS: Aerial Map

AUDIO/VISUAL NEEDS: N/A

Blooming Meadows Subdivision





Agenda Report Form

Open Session Item

SUBJECT: Grant of Easement to State of Maryland

PRESENTATION DATE: November 12, 2019

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

RECOMMENDED MOTION: Move to approve the grant of easement consisting of 178 square feet located on Parcel 362, Tax Map 722 with Tax ID 19011224 on Main Street in Keedysville to the State of Maryland for the Keedysville Main Street Urban Reconstruction Project.

REPORT-IN-BRIEF: The State of Maryland has offered \$300 to the County for a 178 square feet drainage easement.

DISCUSSION: The Main Street Urban Reconstruction Project involves work along 1.2 miles of Main Street in the Town of Keedysville. Improvements include road resurfacing, new sidewalks, drainage upgrades, pedestrian ramps, and bridge work over Little Antietam Creek.

FISCAL IMPACT: N/A

CONCURRENCES: County Attorney

ALTERNATIVES: N/A

ATTACHMENTS: Aerial Map

AUDIO/VISUAL NEEDS: Yes (Aerial Map)

Proposed Keedysville B.O.C.C Grant of Easement



Washington County B.O.C.C
South Main Street
0.9846 Acres

Board of County Commissioners
Grant of Easement to State of Maryland
178 Square Feet

Legend

- Board of County Commissioners Property
- Proposed Grant of Easement
- Parcel Boundaries

0 25 50 75 100 Feet



Agenda Report Form

Open Session Item

SUBJECT: Highway Department 2019-2020 Winter Weather Operations Update

PRESENTATION DATE: November 12, 2019

PRESENTATION BY: Andrew Eshleman, Director, Public Works; Zane Rowe, Deputy Director, Public Works - Highways

RECOMMENDED MOTION: This presentation is for informational purposes only

REPORT-IN-BRIEF: The Highway Department is preparing for the winter maintenance season and will provide an overview of preparations taken and highlight the County's Snow Removal Standard Operating Procedures.

DISCUSSION: The following areas will be discussed.

- Equipment and vehicle preparation/inspections
- Safety and winter maintenance training
- Personnel management
- Plow route zones and snow removal road priority updates
- Operational Initiatives

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Highway Department Position Reassignment Plan

PRESENTATION DATE: November 12, 2019

PRESENTATION BY: Andrew Eshleman, Director, Public Works; Zane Rowe, Deputy Director, Public Works - Highways

RECOMMENDED MOTION: Request the Board of Washington County Commissioners approve position reassignments within the Highway Department.

REPORT-IN-BRIEF: Highway Department maintenance responsibilities have increased while equipment, manpower resources, and capital investment have not. Adjustments within the Highway Department organization are needed to adapt to current challenges and future expected trends. The proposed adjustments are anticipated to provide assistance with operational efficiencies while creating internal opportunities for career development.

DISCUSSION: The Highway Department has an FY20 \$11.5 million operations and \$500 thousand capital budget, 88 full time employees that maintain County roads, stormwater facilities, sidewalks, signs and pavement markings, provide fleet services, manage inmate crews, and responds to emergency road conditions on a 24 hour/ 7 day week basis.

Since 2009, the total miles of road maintained increased from 850 to 895, stormwater ponds 50 to 150, while the number of full time employees reduced from 92 to 88, and the Highway User Revenue declined from a peak of \$9 million per year to the present \$870 thousand. As a representative example of a challenge and problem to solve, the County has 43 plow trucks with an average age of 13 years with 32 that meet the Vehicle/Equipment Replacement Guidelines requirements. A minimum of 33 trucks are needed to cover the winter snow removal routes zones. Each route requires 4-6 hours to complete a single pass. Replacement of these 33 vehicles alone represents an initial investment of \$7 million and future reoccurring annual investments of 4 per year or \$1 million to sustain the fleet, however, projected capital contributions only allow for 1-2 vehicles per year.

Projections show as the County continues to grow and develop, the number of road miles will increase, while stormwater management, bike and pedestrian facilities will grow exponentially as new Federal and State laws require those facilities. Environmental regulations and reporting that did not exist 10 years ago now consume a greater amount of staff attention and time to perform the same task. The Highway Department must adapt to the trend and efficiently manage available resources to provide expected services while remaining compliant with current regulations.

A vacant non-exempt Grade 13 Section Supervisor position that focused on crew level supervision in the Central Section is proposed to be reclassified to an exempt Grade 16 Supervisor of Operations position. The new position will assist with managing the Department from an organizational and work planning prospective, regulatory compliance, serve in the absence of the Deputy Director, and allow

for continuous 24/7 supervisor management during weather and crisis incidents. In the current structure there are four Grade 13 Supervisors in the Central Section which leads to redundancies particularly in the mowing season as crew resources are further split.

A vacant full time Grade 6 Motor Equipment Operator (MEO) I position is proposed to be divided into two Seasonal MEO I positions. During the 2018 salary study all MEO I employees with Commercial Driver’s Licenses (CDL) were upgraded to the MEO II position with the exception of one employee who didn’t have a CDL and has since retired. This position can be more fully utilized as two seasonal positions during the summer months when there is additional need for laborer tasks such as flagging, tree removal and trimming. The positions will be based in the Central Highway Section, but used where needed across the County to supplement existing crews to provide sufficient resources to appropriately balance the labor needed for the work activity.

The seasonal positions are effectively used elsewhere in the County as entry level positions for candidates who may not have the experience/qualifications of higher level positions or individuals who desire to only work part of year in construction.

The overall personnel adjustments are intended to capitalize on operational efficiencies across the department and provide resources and expertise at the appropriate levels. The adjustments are not anticipated to produce any wage cost or savings relative to current budgets.

Table: Proposed Position Changes

Current Open Positions
Central Supervisor - Grade 13
MEO I West - Grade 6
Proposed Positions
Supervisor of Operations - Grade 16
Seasonal MEO I (April - Sept) - Grade 6
Seasonal MEO I (April - Sept) - Grade 6

FISCAL IMPACT: None Anticipated.

CONCURRENCES: Chief Financial Officer

ALTERNATIVES: Keep positions as is and fill vacant positions

ATTACHMENTS:

AUDIO/VISUAL NEEDS:



Agenda Report Form

Open Session Item

SUBJECT: Northern Pump Station – Change Order

PRESENTATION DATE: November 12, 2019

PRESENTATION BY: Mark Bradshaw P.E, Deputy Director, Engineering Services

RECOMMENDED MOTION: Approve change order # 3 for EA Engineering, Science, and Technology, Inc., PBC in the amount of \$158,979.80.

REPORT-IN-BRIEF: EA was awarded the contract to design the new Northern Pump Station at location previous determined by the County. Once the plans were 90% complete, the easement documents were prepared and appraisals were completed for the pump station lot and easements. When the owners of the pump station lot reviewed the appraisal, they discovered that the entire parcel was located within the 100 year floodplain. They were upset that the parcel was located within the floodplain and decided not to sell the County the land needed for the pump station lot and associated easements.

At this time, the County contacted Mr. Hoffman who owns the property to the south. Mr. Hoffman has agreed to sell the County the land needed for the pump station lot and associated easement. The pump station will be located approximately 2,000feet from its previous location thus requiring major design changes.

For more detailed information regarding the design change, please refer to EA's proposal dated October 25, 2019. Increase contract amount by \$158,979.80.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the Department of Water Qualities' Capital Improvement Plan (CIP) account (LIN042).

CONCURRENCES: Director, Division of Environmental Management

ALTERNATIVES: N/A

ATTACHMENTS: EA price proposal dated October 25m 2019 and Change Order

AUDIO/VISUAL NEEDS: N/A

25 October 2019

Washington County Division of Environmental Management
Department of Engineering Services
16232 Elliott Parkway
Williamsport, MD 21795
Attn: Mr. Mark Bradshaw, P.E.

**Subject: Washington County Pump Station Upgrades
EA Proposal No. 0791316A**

Dear Mr. Bradshaw:

EA Engineering, Science, and Technology, Inc., PBC (EA) is pleased to offer this proposal to the Washington County Department of Water Quality (the County) to provide additional engineering design for the Washington County Pump Station Upgrades project. EA will continue to engage team subcontractors Fred Seibert and Associates (FSA) for survey and forest stand delineation effort, ECS Mid-Atlantic, LLC (ECS) for geotechnical evaluation, and Dhillon Engineering, Inc. (DEI) for electrical, mechanical and structural design support.

Previously, EA completed 30% and 60% design submittals and related permitting effort for the project, in accordance with the original Scope of Work (September 2018). Prior to submittal of the 90% design, EA was informed by the County that due to land acquisition issues between the County and a private property owner, an alternate location was necessary for the proposed New Regional Pump Station. EA presents this proposal for revised scope (Task 4) based on the 11 September 2019 request for proposal provided by the County, and site visit to updated pump station location in Washington County on 26 September 2019. In addition, EA has included additional design effort that was required as part of this project (Task 5).

SCOPE OF WORK

This section of the proposal includes EA's detailed project approach for performing the revised scope of work.

Task 4 – Revised Scope

Task 5 – Extra Work

Task 4 – Revised Scope

The EA team will develop 90% and Final (100%) Contract Documents based on the revised scope provided by the County, including updated pump station location and revised forcemain and gravity main routing.



Subtask 4.1 – Pre-Design

As a part of this task, EA and its subcontractors FSA and ECS will:

- Prepare subdivision plat and request exemption from the Board of Zoning Appeals (BZA) for subdivision of the parcel for the updated pump station on the Hoffman property south of Cearfoss Pike, including preparation of an exhibit and easement plat, and attendance at one BZA meeting. The County has assumed responsibility for negotiations with property owner and obtaining property owner signature for the BZA affidavit.
- Prepare easement documents for sewer lines at locations noted below, based on revised routing of forcemain and gravity main. Revised easement plats will be signed and sealed by a Maryland licensed surveyor. The County has assumed responsibility for easement negotiations with property owners.
 - Hagerstown Soccer Club area (Revise Prepared Easement)
 - Grace Academy (Remove Prepared Easement)
 - Hoffman Properties (Revise existing CREP easement for re-routed gravity main; Prepare New Easement for new gravity main abutting existing CREP easement; Prepare access easement for updated pump station location)
 - Eby Property (Prepare New Easement)
 - Bostetter Property (Revise Prepared Easement)
- Perform all necessary survey work to establish property and easement boundaries and identify utility crossings for revised pump station location and revised forcemain/gravity main routing, including roadway right-of-way widths. Survey effort will include field-run topo in rights-of-way, supplemented with LIDAR outside the rights-of-way as necessary.
- Provide subsurface exploration and geotechnical evaluation in the vicinity of the updated pump station location, including collection of three soil borings extended to 25 feet below existing surface and final report. Due to shallow boring refusal on bedrock anticipated in this area, a five-foot core of the bedrock will be completed at two of the boring locations, with the third boring extended to the full depth of 25 feet via rock coring, as necessary. Lab testing for collected borings will include natural moisture tests, gradation analysis, Atterberg Limits, and up to one proctor.

Subtask 4.2 – Design

Design effort at the updated pump station location will include:

- Pump station re-design, including pump station enclosure with integral suction lift pumps, verification of pump sizing based on revised forcemain routing, site layout and grading, and erosion and sediment controls.
 - Upgrade to existing access driveway, including re-paving utilizing existing SHA approved entrance to the property, with new stone access driveway after crossing of existing culvert. EA assumes no additional permitting effort necessary to complete driveway upgrades.
 - Electrical conduit routing for power at updated pump station location.
- Routing of approx. 2,900 LF of additional 15-inch SDR 26 PVC Heavy Wall gravity main from 60% Design Manhole S-1 to revised pump station location, including 8-inch stubs at all new manholes.



- Re-routing of approx. 7,200 LF of forcemain from revised pump station location to connect at 60% Design forcemain location on Bostetter Property at approx. STA. 72+00.

Subtask 4.3 – Design Documents

EA anticipates the Design Documents will include:

- Drawing Set with approximately 75 sheets, based on 60% Design Sheet List. Sheets requiring significant revision due to updated pump station location include:
 - Maugans Meadow Pump Station – Sewer main routing for approx. 2,900 LF of additional gravity main to updated pump station location
 - New Regional Pump Station – Re-routing of approx. 7,200 LF of forcemain
 - New Regional Pump Station Building (revised as needed)
 - New Regional Pump Station Electrical/Controls (revised as needed)
- Basis of Design Report
- Technical Specifications
- Engineer’s Cost Estimate

Subtask 4.4 – Permitting

As a part of this subtask, EA will:

- Prepare and submit MDE Non-Tidal Wetlands and Waterways Joint Permit Application for construction in wetlands and floodplains, and temporary disturbance at waterways. Updated pump station location and re-routed sewer main will require revisions to JPA and related documents developed during 60% Design.
- Revise Forest Stand Delineation (FSD) and Forest Conservation Easement Plat for relocated New Regional pump station and sewer main re-routing, as necessary, and recalculate forest conservation requirement. EA assumes offsite mitigation on County’s Cascade property will continue to be feasible.

Detailed level-of-effort considerations include:

1. Design drawings, Basis of Design Report, Technical Specifications and Engineer’s Cost Estimate developed in the 60% Design will be utilized as basis for revised scope.
2. EA assumes updated pump station location will be adequate for the proposed package pump station enclosure, and able to accommodate parcel up to 150 ft x 150 ft.
3. EA assumes updated pump station location is not located in the floodplain, and therefore no additional hydrologic nor hydraulic modeling will be necessary for the JPA or other State or County permits.
4. Additional design effort for new electrical service at updated pump station location is excluded. EA assumes electrical service will be provided at the site by electrical utility.
5. This Scope of Work excludes additional design effort for stormwater management

Task 5 – Extra Work

This task includes additional design effort that was completed at the direction of and based on discussion with the County, during previous design submittals. The primary scope changes that occurred during the pre-design, 30% and 60% design milestones are described below.



1. Revised forcemain and gravity main routing and revised and/or additional easements as necessary, including:
 - Re-routing of forcemain through Bostetter Property and new easement, based on agreement between County and private property owner;
 - Extension of gravity main in Cedar Lawn area and revised easement, for coordination with County's future design and construction of McCleary Hill subdivision (by others);
 - Re-routing of gravity main in Maugans Meadows area, based on conditions field-verified by County
2. Additional Wetland Delineation, including additional site visit and revisions to report, based on re-routed forcemain through Bostetter Property
3. Additional upgrades at Maugansville Road pump station, including:
 - Design of new wet well, based on inadequate volume of existing wet well;
 - Design of package pump station enclosure, based on determined need for upgraded pump sizing and related equipment;

PROPOSED SCHEDULE

The following schedule is anticipated by EA, exclusive of County review and permitting approvals.

Pre-Design Activities	NTP + 30 working days
90% Design Submittal	NTP + 60 working days
Final (100%) Submittal	Receipt of 90% Review Comments + 20 working days
Permitting	TBD
Construction Phase	Per County Schedule

PROPOSED FEE

EA will complete this scope of work on a fixed price basis as shown in Attachment 1. Efforts will be conducted in accordance with Washington County Contract PUR-1334.

EA appreciates this opportunity to provide these services to Washington County. Please call us at 410-584-7000 if you have any questions.

Sincerely yours,
EA Engineering, Science, and Technology, Inc., PBC

Regina Cagle Irr, P.E.
Project Manager

cc: Sam Davis, P.E. (EA)

ATTACHMENT 1
Price Proposal

Phase I Design Services Mod - Final Design Price Proposal

ITEM	Job Classification	Hourly Rate	Number of Hours	Price Extended (rate x hours)
A	Project Manager	\$169.95	144	\$ 24,472.80
B	Professional Engineer (Water Resources)	\$140.08	6	\$ 840.48
C	Professional Engineer (Environmental)	\$130.81	209	\$ 27,339.29
D	Professional Engineer (Structural)	\$159.65	16	\$ 2,554.40
E	Professional Engineer (Mechanical/Electrical)	\$159.65	32	\$ 5,108.80
F	Professional Engineer (Civil/Land Development)	\$139.05	0	\$ -
G	Professional Engineer (Geotechnical)	\$128.75	53	\$ 6,835.00
H	Design Engineer (Water Resources)	\$101.97	0	\$ -
I	Design Engineer (Environmental)	\$95.79	0	\$ -
J	Design Engineer (Structural)	\$103.00	24	\$ 2,472.00
K	Design Engineer (Mechanical/Electrical)	\$93.01	48	\$ 4,464.43
L	Design Engineer (Civil/Land Development)	\$87.55	362	\$ 31,693.10
M	Design Engineer (Geotechnical)	\$97.85	0	\$ -
N	CAD	\$77.25	206	\$ 15,913.50
O	Sr.Environmental Specialist	\$139.05	28	\$ 3,893.40
P	Environmental Specialist	\$97.85	140	\$ 13,699.00
Q	Property Surveyor	\$82.40	88	\$ 7,251.20
R	Survey Crew Chief	\$77.25	92	\$ 7,107.00
S	Survey Crew Member	\$56.65	92	\$ 5,211.80
T	Clerical	\$61.80	2	\$ 123.60
Sub Total				\$ 158,979.80

**BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY MARYLAND
100 WEST WASHINGTON STREET, HAGERSTOWN, MARYLAND 21740-4735
CHANGE ORDER**

TO: EA Engineering, Sciences and Technology, Inc., PBC
 Consultant: 225 Schilling Circle
 Contractor: Hunt Valley, MD 21031
 Vendor:

Change Order No. Purchase Order No.

Contract No. Oracle Account No.

Project Title: Date:

The contract time will: increase decrease remain the same by: calendar days working days

Description of Change:

Relocated the proposed pump station approximately 2,000 feet to the south and redesign the gravity sewer and forcemain.

Reason for Change:

EA was awarded the contract to design the new Northern Pump Station at location previous determined by the County. Once the plans were 90% complete, the easement documents were prepared and appraisals were completed for the pump station lot and easements. When the owners of the pump station lot reviewed the appraisal, they discovered that the entire parcel was located within the 100 year floodplain. They were upset that the parcel was located within the floodplain and decided not to sell the County the land needed for the pump station lot and associated easements.

At this time, the County contacted Mr. Hoffman who owns the property to the south. Mr. Hoffman has agreed to sell the County the land needed for the pump station lot and associated easement. The pump station will be located approximately 2,000 feet from its previous location thus requiring major design changes.

For more detailed information regarding the design change, please refer to EA's proposal dated October 25, 2019. Increase contract amount by \$158,979.80.

The completion date, incorporating the changes included in this change order, is:	<input type="text" value="Feb 1, 2020"/>
The original contract sum was:	<input type="text" value="\$360,432.60"/>
Net changes by previous change orders:	<input type="text" value="\$11,005.00"/>
Contract sum prior to this change order:	<input type="text" value="\$371,437.60"/>
By this Change Order, the contract sum will be changed by:	<input type="text" value="\$158,979.80"/>
The new contract sum including this change order will be:	<input type="text" value="\$530,417.40"/>

The Consultant/Contractor/Vendor shall not commence with the work described hereon until this form is executed by all agents.

Consultant:

Finance:

Contractor/Vendor:

Purchasing:

Approving Agency: County Administrator:

Outside County Entities: Please email the signed form to ChangeOrder@washco-md.net.



Agenda Report Form

Open Session Item

SUBJECT: Install sewer prior to Hagers Crossing paving their new entrance onto McDade Road.

PRESENTATION DATE: November 12, 2019

PRESENTATION BY: Mark Bradshaw P.E, Deputy Director, Engineering Services

RECOMMENDED MOTION: Move to award a contract to Huntzberry Brother, Inc.in the amount of \$40,800 to install 240 feet of forcemain prior to paving Hagers Crossing new connection to McDade Road.

REPORT-IN-BRIEF: The developer for the Hagers Crossing project has started construction on the next phase of their project. The phase they are working on now includes installing an entrance onto McDade Road that includes an accel and decel lane. The total length of new paving is approximately 215 linear feet. The contractor is planning on paving the new street entrance this fall.

The forcemain for the Capacity Management Project is designed to be on the same side of the road as the new entrance to Hagers Crossing is being installed. I requested a price proposal from the on-site contractor, Huntzberry Brothers Inc, to install the forcemain prior to performing the paving. By having the contractor install the forcemain prior to paving, we will eliminate expensive pavement repair if we wait to install the forcemain after the paving is completed.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the Department of Water Qualities' Capital Improvement Plan (CIP) account (LIN042).

CONCURRENCES: Director, Division of Environmental Management

ALTERNATIVES: Wait and include this work in the Capacity Management project when it is advertised.

ATTACHMENTS: Huntzberry Brothers Inc. quote.

AUDIO/VISUAL NEEDS: N/A



Submitted To: Washington Co. Div. of Environmental Mgmt.	Ph: 240-313-2615	Date: 10/23/2019
Attn: Mark Bradshaw	Fax: 240-313-2601	
Street: 16232 Elliott Parkway	Job Name: 16" Force Main Stub along McDade Road	
City, State, Zip: Williamsport, MD 21795	Proposal No. 19-224A Rev. 1	

The following is our proposal to furnish all labor, material, equipment and sub-contractors to perform specified site work. Pricing is based upon information provided and scope of work in this proposal.

1) Furnish and Install 240 LF of 16" DIPS DR 11 HDPE Pipe along McDade Road (Unclassified)	\$40,800.00
Scope:	
MAINTENANCE OF TRAFFIC	1 LS
16" DIPS DR 11 HDPE PIPE WITH TRACER WIRE	240 LF
CAP FOR TESTING	2 EA
HYDROSTATIC TEST	1 LS
MARK ENDS WITH 2" X 4" MARKER	2 EA
ASSOCIATED BEDDING AND WASTE SPOILS	1 LS
ROCK REMOVAL	1 LS
UNDERCUT AND BACKFILL FOR UNSUITABLE SOILS	EXCLUDED
CONSTRUCTION STAKEOUT AND SOILS TESTING	EXCLUDED
HANDHOLE BOXES FOR TRACER WIRE	EXCLUDED

EXCLUSIONS:

Compaction greater than 95% of standard proctor, electrical of any kind, engineering/stakeout, handling of hazardous materials, landscaping/sod, soils testing, permits/fees, removal of buried debris, abandon ex. utilities, handhole boxes for tracer wire, removal of materials created by other trades, replacing of safety or tree protection fencing, spring control, unsuitable soils, gas, relocation of existing utilities
Anything not specifically included is excluded

Payment to be as follows: Net 30 Days

All Material is guaranteed to be as specified. All work to be completed in a substantial manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance

Authorized Signature: 

Note: This proposal may be withdrawn if not accepted in 30 days.

Accepted by: _____

Hagers Crossing
Connection to McDade Road



Hagers Crossing
Connection to McDade Road



Hagers Crossing
Connection to McDade Road





Agenda Report Form

Open Session Item

SUBJECT: Install sewer line under MD 144.

PRESENTATION DATE: November 12, 2019

PRESENTATION BY: Mark Bradshaw P.E, Deputy Director, Engineering Services

RECOMMENDED MOTION: Move to award a contract to Fayetteville Contractors Inc. (FCI) in the amount of \$160,336.00 to install gravity sewer under MD 144.

REPORT-IN-BRIEF: The Department's Capacity Management Capital Improvement Project (CIP) includes extending the gravity sewer from the McCleary Hill project. The terminal manhole being installed for McCleary Hill, on the South side of MD 144, will be installed exit lane at the right-of-way line. The County needs to extend the gravity from this manhole under MD 144 westward toward US 40 were it will connect with the new forcemain being installed from the Maugansville area.

To install the sewer under MD 144, a casing must be jack and bored under the roadway. Jack and boring requires a launching pit to be excavated to install on McCleary Hill side of MD 144. The launching pit would need to be 38' long by at least 12' wide and 18' deep. To perform this work after the McCleary Hill project is completed would be very costly and a inconvenience to McCleary Hill contractors and residents. The exit land would need to be closed for a minimum of 2 weeks and would require extensive restoration to pavement only one (1) year old.

To reduce the cost associated with installing the sewer under MD 144, the County requested a price proposal from FCI to perform this work. FCI is the utility contractor for the McCleary Hill project and will be installing the sewer associated with this project.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the Department of Water Qualities' Capital Improvement Plan (CIP) account (LIN042).

CONCURRENCES: Director, Division of Environmental Management

ALTERNATIVES: Wait and include this work in the Capacity Management project when it is advertised.

ATTACHMENTS: Fayetteville Contractors Inc. quote. Project engineer's estimate, Map

AUDIO/VISUAL NEEDS: N/A



October 9, 2019

Excavation Quotation:

Project: Sanitary Sewer Manhole Plan for McCleary Hill

Location: West Washington Street, Hagerstown, Md.

FCI Bid Number: LGD-1930

Reference Bid Drawings: Washington County, Md Division of Environmental Management
Drawing Dated August 2019.

Summary of Quotation:

- Installation of a 15" sanitary sewer main line from existing manhole 180-370 to proposed manhole 180-388. (Work includes: Layout, use of concrete jersey barrier barricades on each side of the road for traffic protection, excavation, 6" layer of CR6 stone bedding, 36" diameter x .500" wall thickness steel casing installed by horizontal boring, 15" SDR-26 pvc pipe supported by rail system inside of the casing, masonry bulkheads at each end of the casing, 60" diameter precast concrete manhole structure with HDPE interior liner and a 30" diameter non-watertight frame and cover, CR6 stone backfill to 12" over top of the pipe in the trench line, earth backfill utilizing the excavated material up to sub-grade elevations, permanent seeding with straw mulching of the disturbed area, vacuum testing, and rock excavation by mechanical breaker method.)
(76 lf including 46 lf of horizontal boring.)

Project Bid Price:.....\$ 160,336.00

Exclusions:

- No inspection, tapping, or utility user fees.
- No permits or permit fees.
- No compaction testing, material testing, or soil testing.
- No removal or replacement of unsuitable material.
- No excavation of unsuitable soils or poor bearing soils below design sub-grade elevations.
- No processing, handling or transportation of contaminated soils.
- No existing asphalt paving repair or replacement.
- No removal or relocation of existing utility lines, utility poles, or guy wires.
- No maintenance or watering of grass areas after germination.

P.O. Box 610 / Fayetteville, Pennsylvania 17222-0610

Phone: (717) 352-2186 / Fax: (717) 352-2781 / Direct Fax: (717) 352-2187

Web: www.fayettevillecontractors.com / Email: FCI@fayettevillecontractors.com

PA Home Improvement Contractor License #000899. MD Home Improvement Commission License #121647

Fayetteville Contractors, Inc.

Excavation Quotation. (cont'd.)

Page two of two.

Notes:

- Requested work not mentioned in the above scope of work is considered an extra and will not be performed by Fayetteville Contractors, Inc. without the receipt of a signed change order by the Owner or representative of the Owner.
- The sanitary sewer line was figured as being installed with skilled and experienced laborers and not with a licensed plumber.
- Bid price is valid for 30 days.

Terms of Payment: On the 25th of each month a completed invoice detailing the amount due towards the contract will be submitted to the Owner. Payment is due 15 days after date of invoice. After 15 days, 1-1/2% service charge per month will be applied.

Retention: No retainage (0%) will be held against the billings.

Default: In the event of default, the Owner agrees to pay all reasonable attorneys' fees, collection costs, and costs associated with the collection of any delinquent or deficiency balance. The Owner shall hereby guarantee all amounts due under this contract and promise to pay all amounts due on demand. I understand that Fayetteville Contractors, Inc. may seek payment from the Owner without exhausting all of its remedies against the applicant first.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. The Owner shall carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

This proposal may be withdrawn by us if not accepted within 30 days.

Lonnie G. Doyle

Lonnie G. Doyle
Project Manager/ Chief Estimator

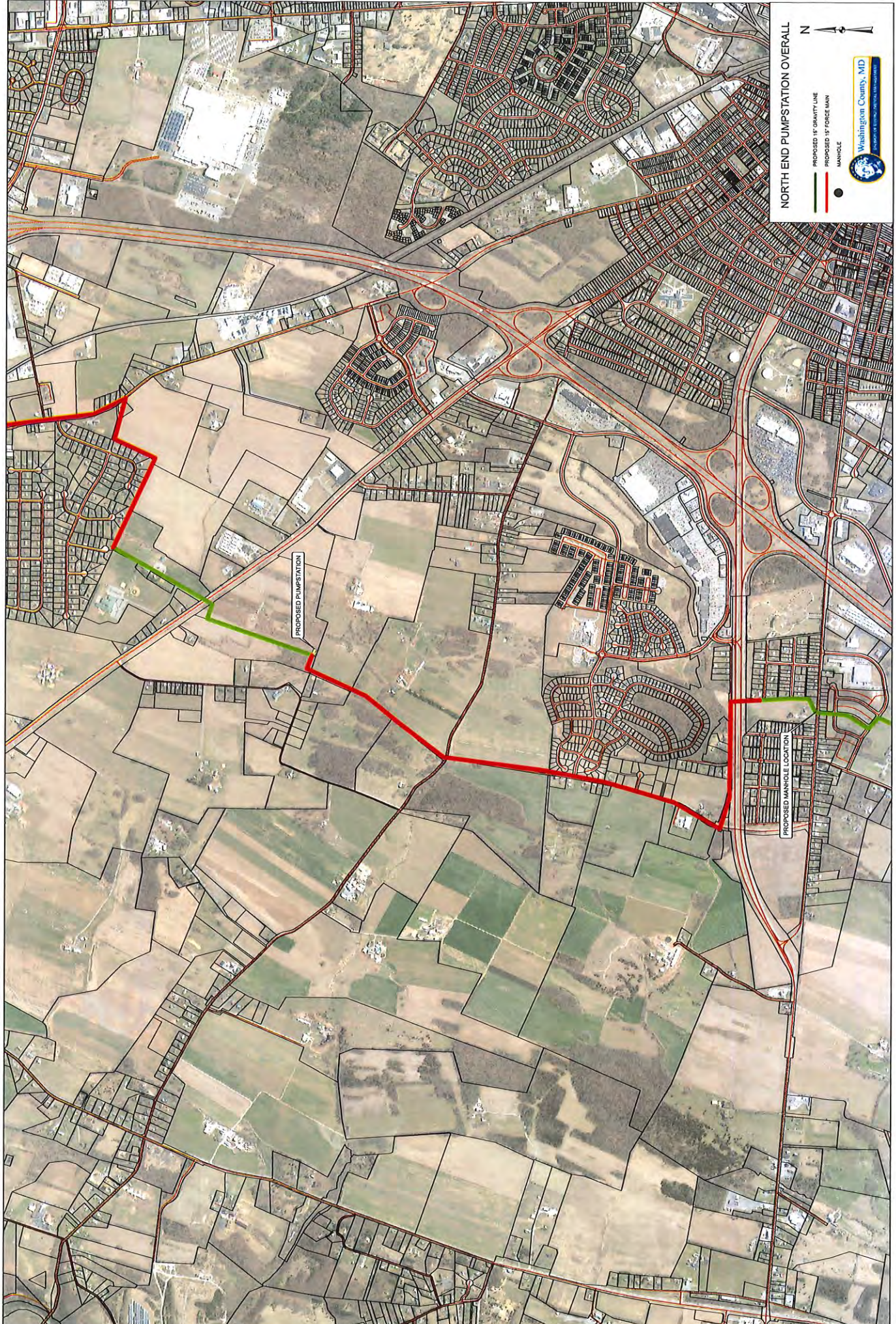
Acceptance of Proposal by Owner:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Owner: _____ Date: _____

**Washington County Pump Upgrades
 Engineer's Cost Estimate - McCleary Hill
 October 2019**

100 GRAVITY MAIN - McCLEARY HILL						
100.1	S/S Trench Excavation	Excavation of Common Earth and material placement (cut to fill), in area of SS installation (not incl jack and bore section).	\$15.00	100	BCY	\$1,500
100.2	Sheeting and Shoring	Sheeting and shoring in area of SS pipe installation (not incl jack and bore section)	\$8,000.00	1	LS	\$8,000
100.3	Jack and bore	Jack and bore incl. steel casing pipe, casing spacers, end seals, sacrificial anodes, E&S controls, dewatering, restoration. Includes materials and installation.	\$900.00	60	LF	\$54,000
100.4	Jack and bore pit excavation - Soil	Excavation of Common Earth	\$15.00	110	CY	\$1,700
100.5	Jack and bore pit excavation - Rock	Rock Removal in area of bore pit installation, assume rock below 6 ft BGS.	\$85.00	210	CY	\$17,900
100.6	Pipe Bedding	Crusher Run CR-6 (not incl jack and bore section)	\$60.00	20	CY	\$1,200
100.7	Backfill	Pipe trench backfill - trench exc minus pipe bedding (not incl jack and bore section)	\$6.00	80	BCY	\$500
100.8	Gravity - MH 180-370 to 180-388	15" PVC DR26 Heavy Wall Sewer Pipe	\$180.00	90	LF	\$16,200
100.9	60" Manhole	Pre-Cast Concrete Manhole with frame and cover. Includes material, installation and testing.	\$12,600.00	1	EA	\$12,600
100.10	Small Qty Equipment Usage	Equipment and crew daily cost for 10 days	\$1,500.00	10	DAY	\$15,000
100.11	Testing	Low Pressure Air Testing	\$2,000.00	1	LS	\$2,000
	Subtotal					\$130,600
100.12	Mobilization	Mob - Assume 5% of subtotal	\$6,600.00	1	LS	\$6,600
100.13	Site Prep	Site Prep - Assume 5% of subtotal	\$6,600.00	1	LS	\$6,600
					CONTINGENCY (10%)	\$14,400
					TOTAL	\$158,200



NORTH END PUMPSTATION OVERALL



- PROPOSED 15" GRAVITY LINE
- PROPOSED 15" FORCE MAIN
- MANHOLE



PROPOSED PUMPSTATION

PROPOSED MANHOLE LOCATION



PROPOSED MANHOLE TO BE INSTALLED BY CONTRACTOR

PROPOSED GRAVITY LINE TO BE INSTALLED BY CONTRACTOR

EXISTING MANHOLE INSTALLED DURING THE MCCLEARY HILL PROJECT

NORTH END PUMPSTATION MANHOLE



PROPOSED 15" GRAVITY LINE
MANHOLE

