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BOARD OF COUNTY COMMISSIONERS
September 19, 2017
Agenda

- 09:00 A.M. COMMUNITY FOUNDATION OF WASHINGTON COUNTY, MD, INC.
GROUNDBREAKING AND RIBBON CUTTING
Location: 37 South Potomac Street, Hagerstown, MD
- 09:30 A.M. *Depart for 100 West Washington Street, Suite 1113, Hagerstown, MD*
- 10:00 A.M. INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President Terry L. Baker*
APPROVAL OF MINUTES – SEPTEMBER 12, 2017
- 10:05 A.M. COMMISSIONERS' REPORTS AND COMMENTS
- 10:10 A.M. REPORTS FROM COUNTY STAFF
- 10:15 A.M. CITIZENS PARTICIPATION
- 10:20 A.M. MARYLAND AVIATION ADMINISTRATION SPECIAL REQUEST #1,
APPROVAL TO ACCEPT AWARDED FUNDING – *Stephanie Lapole, Grant
Manager, Office Of Community Grant Management And Phil Ridenour, Director,
Hagerstown Regional Airport*
- 10:25 A.M. CIVIL WAR RAIL TRAIL: RESPONSE TO AUGUST 1ST PRESENTATION –
Scott Hobbs, Director, Division of Engineering
- 10:30 A.M. REVISED AND UPDATED POLICIES - *Stephanie Stone, Director, Division of
Health and Human Services and Kendall McPeak, Assistant County Attorney*
- 10:50 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 the acquisition
of real property for a public purpose and matters directly related thereto; to consider a matter that concerns the
proposal for a business or industrial organization to locate, expand, or remain in the State; to consult with staff,
consultants or other individuals about pending or potential litigation, and to consult with counsel to obtain legal
advice on a legal matter.)*

11:35 A.M. *Break*

MEETING AT THE TOWN OF SHARPSBURG

Location: 106 East Main Street, Sharpsburg, MD

07:00 P.M. INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President Terry L. Baker*

07:05 P.M. COMMISSIONERS' REPORTS AND COMMENTS
MAYOR AND COUNCIL COMMENTS

07:10 P.M. REPORTS FROM COUNTY STAFF

07:15 P.M. CITIZENS PARTICIPATION



Open Session Item

SUBJECT: Maryland Aviation Administration Special Request #1 – Approval to Accept Awarded Funding

PRESENTATION DATE: September 19, 2017

PRESENTATION BY: Stephanie Lapole, Grant Manager, Office of Community Grant Management, and Phil Ridenour, Director, Hagerstown Regional Airport

RECOMMENDED MOTION: Move to approve the acceptance of the award from the Maryland Aviation Administration in the amount of \$112,500.

REPORT-IN-BRIEF: The Hagerstown Regional Airport submitted a formal request on July 25, 2017 seeking approval for a Special Grant to fund the additional upgrades to the existing Virtual Perimeter Monitoring System. Phase III of the project includes the modernization of the wireless infrastructure upgrading the existing wireless Internet capabilities of the newly installed perimeter cameras which were installed in Phase II.

DISCUSSION: The Office of Community Grant Management has reviewed the funding guidelines. This MAA Special Grant requested for FY18 allows the Airport to accomplish smaller projects that would not be eligible for Federal Aviation Administration Funding and pays up to 75% of the total project cost. There is a 25% matching requirement for Washington County.

Maryland Aviation Administration (75%)	\$112,500
Washington County (25%)	<u>\$37,500</u>
	\$150,000

FISCAL IMPACT: There is a 25% match associated in the amount of \$37,500 which was approved in the Airport's CIP budget.

CONCURRENCES: Director, Office of Community Grant Management

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Civil War Rail Trail – Response to August 1st Presentation

PRESENTATION DATE: Tuesday, September 19, 2017

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

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: On August 1, 2017, Chip Wood, Consulting Environmental Engineer, and Dan Spedden, President, Hagerstown-Washington County Convention and Visitors Bureau described to the Board of County Commissioners the Civil War Rail Trail project that was previously presented to the Commissioners in 2012. Mr. Wood requested the Commissioners ask staff to review the documents prepared by him and provide an assessment.

DISCUSSION: Staff has reviewed the documents and it appears the land is owned by the Department of Natural Resources (DNR) and CSX, Inc. In 1991, DNR purchased a portion of the railroad corridor from CSX for \$550,000. This abandoned corridor runs from approximately Roxbury Road to the C&O Canal towpath as shown on the attached aerial map. It was sold as a quitclaim deed and lists the original parcel acquisitions but did not have detailed deed description and title listing for each parcel and acquisition. DNR has not taken an active role in asserting ownership or maintenance of the property.

It is DNR's responsibility as the owner to respond and resolve any uncertainty regarding a challenge to their ownership of the land. County staff has not worked on the project since 2012.

FISCAL IMPACT: N/A

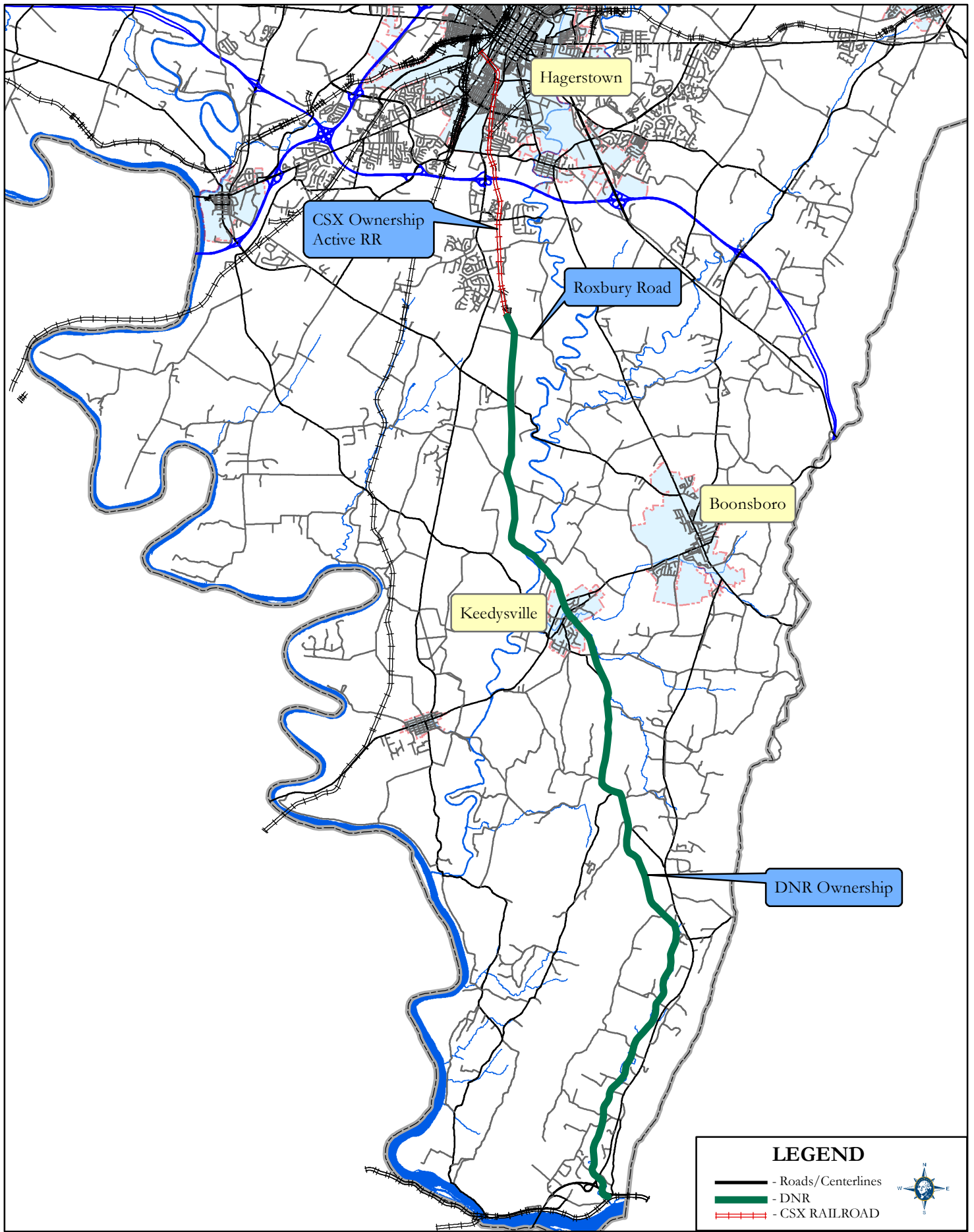
CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Aerial Map

AUDIO/VISUAL TO BE USED: N/A

Civil War Rail Trail Corridor - Ownership Sections



0 2.5 5 7.5 10 Miles



Agenda Report Form

Open Session Item

SUBJECT: Revised and Updated Policies

PRESENTATION DATE: September 19, 2017

PRESENTATION BY: Stephanie Stone, Director of Health and Human Services
Kendall McPeak, Assistant County Attorney

RECOMMENDED MOTION: There is no motion required at this time. This will be an informational presentation.

REPORT-IN-BRIEF: The Division of Health and Human Services has been working with the County Attorney's Office to update and revise policies. These revised policies must then be approved and accepted by the Board of County Commissioners. Revised and reviewed policies will allow the department to create an updated employee handbook for all current and new employees.

DISCUSSION: The Human Resources staff has worked to revise Employee Benefit and Personnel policies. As policies have been updated, staff has been working with the Kendall McPeak, Assistant County Attorney for their office's input. Some policies have been updated and/or consolidated, and others address County, State and Federal regulations that may have changed over time. Some policies may not have changed at all, but with new administration and the upcoming upgrade to the Oracle Cloud by the end of the year, it is time to bring all policies for your information and discussion. Attached you will find the list of all policies and remarks for information requiring Commissioner approval.

It is our intent to bring all policies before you on October 31, 2017 so that all policies under the purview of the Health and Human Services Department will have the most up to date commissioner approval. With these policies approved, this will allow HR to provide an updated employee handbook by the end of the year for your review. In addition to the updates, we will have the capabilities to post all policies and the updated handbook on our website this year accessible to all staff.

FISCAL IMPACT: None

CONCURRENCES: County Attorney, County Administrator

ALTERNATIVES: Allow policies to stand as written

ATTACHMENTS: Health and Human Services Policies spreadsheet

AUDIO/VISUAL NEEDS: N/A

Health and Human Services Policies

Employee Benefits		Remarks
EB-1	Tuition Reimbursement Program	Update yearly amount to \$2500
EB-2	Workers Comp	Included in RMS-1
EB-3	Holidays	Make sure President's Day is added
EB-4	Short Term Disability Policy	Make sure we have captured all rules
EB-5	COBRA and Other Continuation Rights	coverage
EB-6	Retirement - Buy Back	Abolish - does not exist
EB-7	Employee Incentive Program	Abolish - does not exist
EB-8	Employee Personal Days - added to Leave Policy	Included in Leave Policy
EB-9	Employee Sick Leave Incentive	Need fiscal year wording from B&F
EB-10	Advanced Vacation Pay	Abolish - does not exist
EB-12	House Keys 4Washington County Employees Policy	No change
EB-13	Abolished (Annual Physical Benefit-- added in Leave Policy)	Included in Leave Policy
EB-14	Employee Assistance Program (EAP)	New policy

Personnel		Remarks
PR-1	Criminal Background Checks- included in Hiring Policy	Included in Hiring Policy
PR-2	Progressive Disciplinary System and Dismissal Policy	No change
PR-3	Age	Abolish -does not exist
PR-4	Exams -- added to Hiring Policy	Included in Hiring Policy
PR-5	Alcohol Use and Substance Abuse Testing	Minor changes
PR-5A	Alcohol-Free and Drug-Free Workplace	No change
PR-5B	Public Transportation Dept. Alcohol Misuse and Prohibited Drug Use Policy	No change
PR-6	Washington County AIDS Policy	Abolish -does not exist
PR-7	Policy	Included in Hiring Policy
PR-8	Compensatory Time	Abolish -does not exist
PR-9	County Employees as Reservists or Active Duty Military Personnel	No change
PR-10	Guidelines for the Temporary Upgrade of Employees	May be minor change
PR-11	Guidelines for Reduction of County Workforce	May be minor change
PR-12	County Employees as Active Volunteer Fire or Rescue Personnel	May be minor change
PR-13	Procedures	Updates per federal/state law
PR-14	Residency Requirement -- added to Hiring Policy	Included in Hiring Policy

PR-15	Family and Medical Leave (FMLA)	Updates per federal/state law
PR-16	Inclement Weather Policy	Updates per local media outlets
PR-17	Modified Duty Procedure	May be minor change
PR-18	Wage and Classification Program	May be changes based on Salary Study
PR-19	Performance Management System	May be changes
PR-20	Internet Use - IN IT POLICY	Within IT Policy
PR-21	Violence in the Workplace	Updates per federal/state law
PR-22	Boards and Commissions In County Commissioner/Clerk Policies	May be minor change
PR-23	Leave Policy	Consolidating and updating policies into this one Leave Policy
PR-24	Hiring Policy	Consolidating and updating policies into this one Hiring Policy
PR-25	Use of Official Cars and Equipment	May be minor change
PR-26	Whistleblower Policy	No change
PR-27	Employee Dress Code	Will be changes
PR-28	Job Posting Policy and Procedure -- added to Hiring Policy	Included in Hiring Policy
PR-29	Compensation Reclassification Policy	May be changes based on Salary Study
PR-30	Employee Sick Leave Bank Policy	May be minor change
PR-31	ADA: ADA/ADAAA (NEW POLICY)	Based on Federal/State Law
PR-32	Reasonable Accommodation Due to Pregnancy	Based on Federal/State Law
PR-33	Service Animals	new - no changes
New	Confidentiality Policy	Personnel Records, Closed Meetings, Federal Laws - ie HIPPA
Risk Management/Safety		Remarks
RMS-1	Risk Management/Safety Program	no change