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BOARD OF COUNTY COMMISSIONERS

October 17, 2017

Agenda

- 09:00 A.M. WASHINGTON COUNTY LANDFILL TOUR
Location: 12630 Earth Care Road, Hagerstown, MD
- 09:45 A.M. DEPART FOR 100 WEST WASHINGTON STREET, SUITE 1113
- 10:00 A.M. INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President Terry L. Baker*
APPROVAL OF MINUTES –OCTOBER 3, 2017 AND OCTOBER 10, 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. CHARACTER COUNTS PROCLAMATION
- 10:25 A.M. ECONOMIC DEVELOPMENT WEEK PROCLAMATION - WASHINGTON COUNTY ECONOMIC DEVELOPMENT COMMISSION AND THE WASHINGTON COUNTY DEPARTMENT OF BUSINESS DEVELOPMENT
- 10:30 A.M. HAGERSTOWN / WASHINGTON COUNTY CONVENTION AND VISITORS BUREAU ANNUAL UPDATE – *Dan Speddin, President and Al Martin, Treasurer*
- 10:40 A.M. REQUEST TO DECLARE CERTAIN REAL PROPERTY AS SURPLUS PROPERTY AND CONVEYANCE OF THE SAME - *Susan Small, Real Property Administrator, Division of Engineering*
- 11:00 A.M. **PUBLIC HEARING:** INTENTION TO ABANDON AND CONVEY A PORTION OF BOTTENFIELD ROAD – *Susan Small, Real Property Administrator, Division of Engineering*
- 11:15 A.M. AGRICULTURAL LAND PRESERVATION EASEMENT OPPORTUNITY – MARYLAND AGRICULTURAL LAND PRESERVATION PROGRAM AND WASHINGTON COUNTY – *Eric Seifarh, Rural Preservation Administrator, Department of Planning and Zoning*

11:30 A.M. JOINT WORKSHOP: BOARD OF ELECTIONS

Location: 100 West Washington Street, 2nd Floor

12:45 P.M. DEPART FOR 100 WEST WASHINGTON STREET, SUITE 1113

01:00 P.M. CLOSED SESSION

(To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; 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.)

01:45 P.M. ADJOURNMENT



Open Session Item

SUBJECT: Hagerstown/Washington County Convention and Visitors Bureau Annual Update

PRESENTATION DATE: October 17, 2017

PRESENTATION BY: Dan Spedden, President and Al Martin, Treasurer

RECOMMENDED MOTION: Move to accept the annual report

REPORT-IN-BRIEF: Mr. Spedden and Mr. Martin will discuss ongoing efforts, future planning and present the 2016 audit report of the Bureau's finances.

DISCUSSION: In 2017 Greenbrier State Park celebrated its 50th year and Boonsboro its 225th, USA Cycling selected our community for a National Championship event, for the 3rd year in a row lodging tax topped \$2 million and the Bureau is financially sound with 85.9 % of budget spent on program services verses administration.

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Audit report

AUDIO/VISUAL NEEDS: None



Agenda Report Form

Open Session Item

SUBJECT: Request to Declare Certain Real Property as Surplus Property and Conveyance of the Same.

PRESENTATION DATE: October 17, 2017

PRESENTATION BY: Susan Small, Real Property Administrator, Division of Engineering

RECOMMENDED MOTION: Move to declare certain real property located at 37 Jonathan Street (the "Property") as surplus property and authorize the advertising of the County's intent to convey the Property.

REPORT-IN-BRIEF: The Board of County Commissioners of Washington County, Maryland (the "Board") purchased certain real property located at 37 Jonathan Street and 111-117 Franklin Street for the purpose of widening and improving Wareham Alley and creating a new parking lot for the County. The buildings which were located on the two properties have been razed to make way for the needed right of way and road improvements.

DISCUSSION: The adjacent property owned by Carmel Enterprises, LLC located at 49 Jonathan Street has an existing parking area (4,815 SF) that is contiguous with the two County-owned parcels. Staff has approached the property owner to discuss a mutual, no consideration land-swap, for this contiguous parking area. Carmel Enterprises, LLC has agreed to the land-swap by signing an option agreement, thereby accepting the County-owned parcel (4,815 SF).

FISCAL IMPACT: N/A

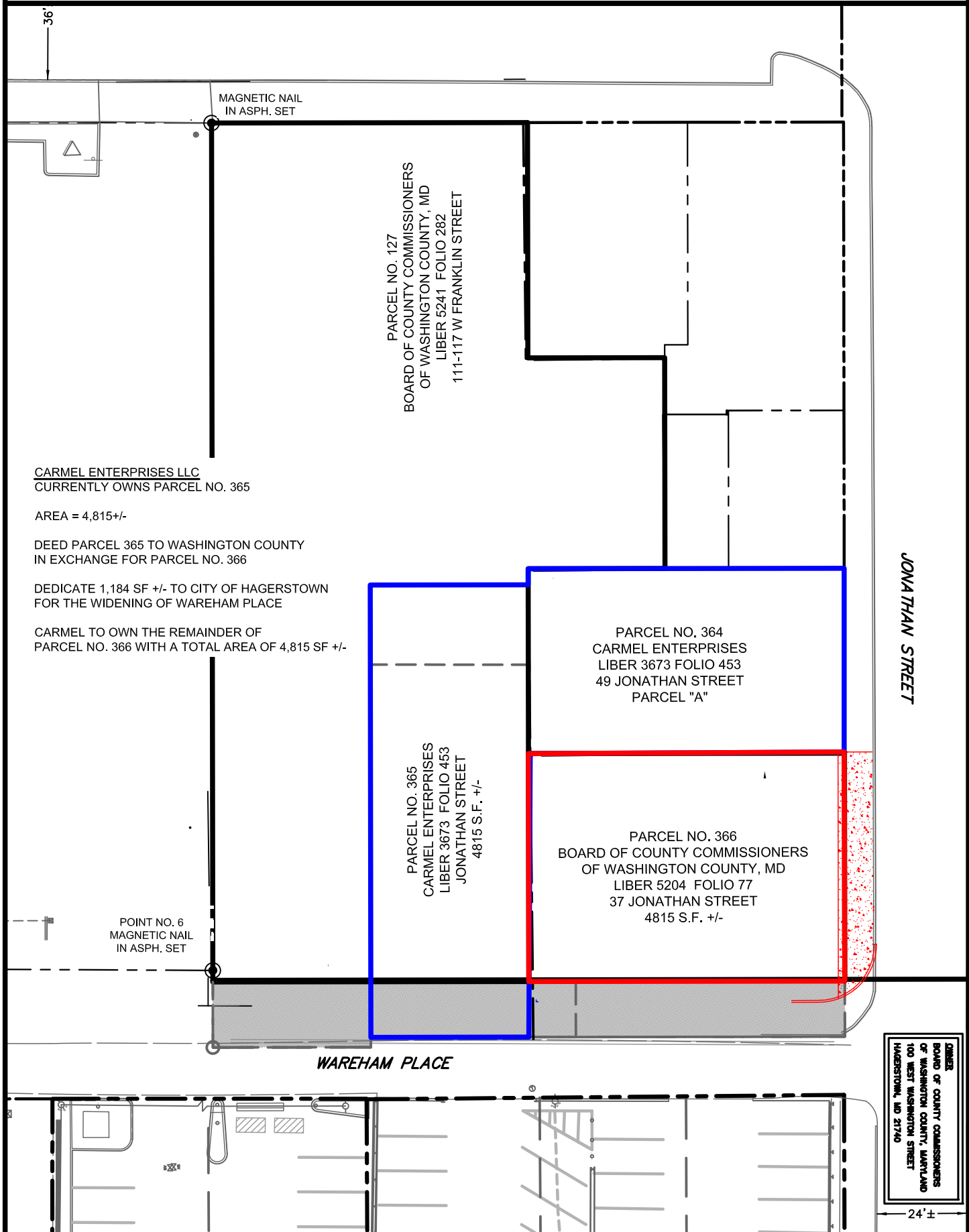
CONCURRENCES: Director of Engineering

ALTERNATIVES: N/A

ATTACHMENTS: Exhibit

AUDIO/VISUAL NEEDS: N/A

WASHINGTON COUNTY PARKING LOT LAND SWAP



PARCEL NO. 127
BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MD
LIBER 5241 FOLIO 282
111-117 W FRANKLIN STREET

CARMEL ENTERPRISES LLC
CURRENTLY OWNS PARCEL NO. 365

AREA = 4,815 +/-

DEED PARCEL 365 TO WASHINGTON COUNTY
IN EXCHANGE FOR PARCEL NO. 366

DEDICATE 1,184 SF +/- TO CITY OF HAGERSTOWN
FOR THE WIDENING OF WAREHAM PLACE

CARMEL TO OWN THE REMAINDER OF
PARCEL NO. 366 WITH A TOTAL AREA OF 4,815 SF +/-

JONATHAN STREET

PARCEL NO. 364
CARMEL ENTERPRISES
LIBER 3673 FOLIO 453
49 JONATHAN STREET
PARCEL "A"

PARCEL NO. 365
CARMEL ENTERPRISES
LIBER 3673 FOLIO 453
JONATHAN STREET
4815 S.F. +/-

PARCEL NO. 366
BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MD
LIBER 5204 FOLIO 77
37 JONATHAN STREET
4815 S.F. +/-

POINT NO. 6
MAGNETIC NAIL
IN ASPH. SET

WAREHAM PLACE

OWNER
BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND
100 WEST WASHINGTON STREET
HAGERSTOWN, MD 21740

24' +/-



Agenda Report Form

Open Session Item

SUBJECT: PUBLIC HEARING – Intention to Abandon and Convey a portion of Bottenfield Road

PRESENTATION DATE: October 17, 2017; 11:00 a.m.

PRESENTATION BY: Susan Small, Real Property Administrator, Division of Engineering

RECOMMENDED MOTION: None. The Board may discuss and take action after the close of the public hearing.

REPORT-IN-BRIEF: The Board of County Commissioners of Washington County, Maryland (the “Board”) will conduct a public hearing, pursuant to Md. Code, Local Government Article, Sections 12-504 and 12-512, and Section 1-301 of the Code of the Public Local Laws of Washington County, Maryland, to permit any interested person to appear and testify concerning the intention of the Board to abandon and convey a portion of Bottenfield Road (the “Road”) located in Hancock, Washington County, Maryland.

DISCUSSION: The Board has received a request from Valley Meadow Farms, LLC to close and abandon a portion of the Road consisting of approximately 2,636.55 linear feet, which runs through its property. The portion of the Road to be closed and abandoned would begin approximately 0.6 miles from its intersection with Mountain Road in a northerly direction to the Maryland/Pennsylvania State Line. If abandoned, the Board intends to convey any interest it may have in the Road to Valley Meadow Farms, LLC for the sum of \$1.00.

FISCAL IMPACT:

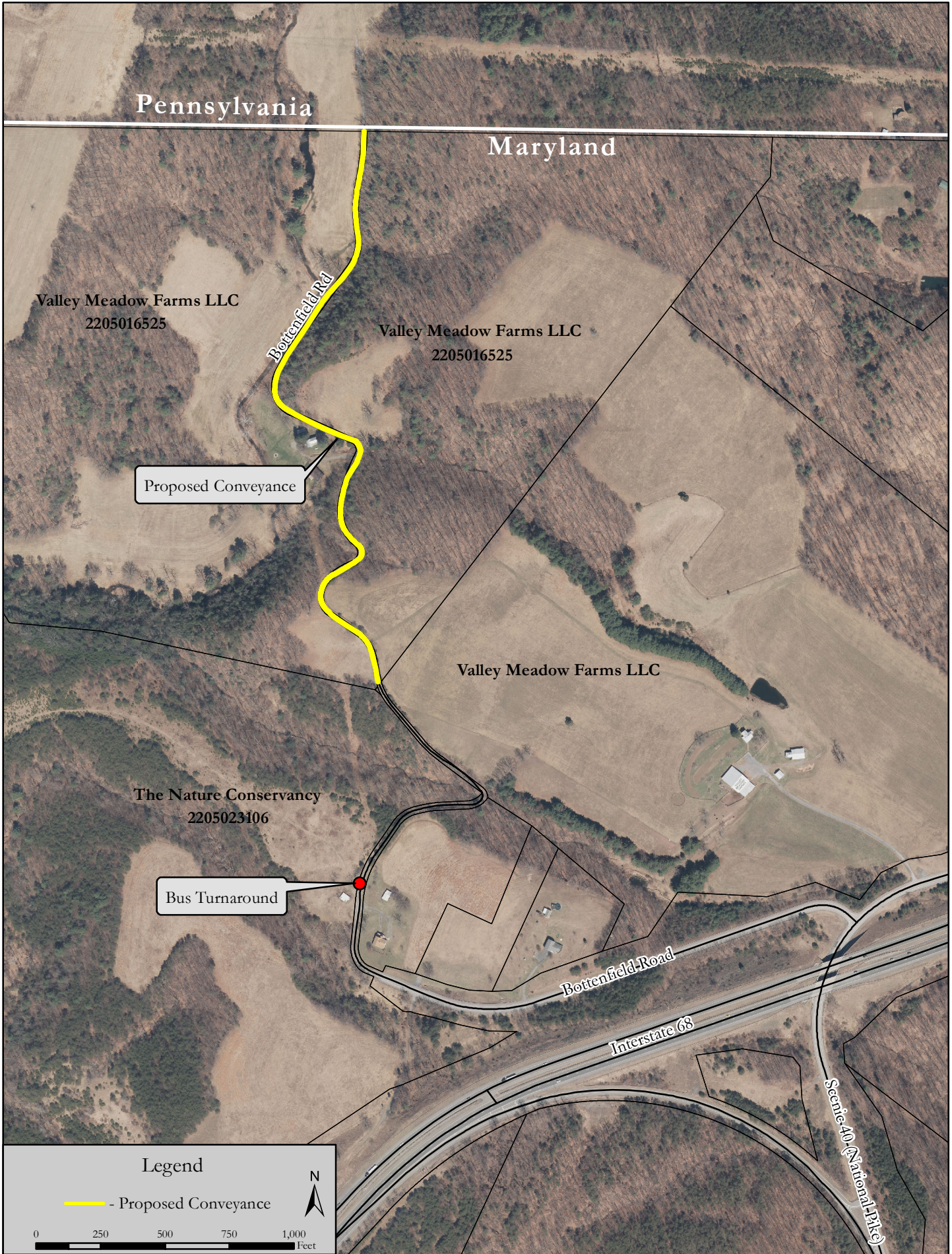
CONCURRENCES:

ALTERNATIVES:

ATTACHMENTS: Aerial map showing the portion of the Road to be abandoned and conveyed.

AUDIO/VISUAL NEEDS: N/A

Bottenfield Road Hancock, 21750





Open Session

SUBJECT: Agricultural Land Preservation Easement Opportunity-Maryland Agricultural Land Preservation Program (MALPP) and Washington County

PRESENTATION DATE: October 17, 2017

PRESENTATION BY: Eric Seifarth, Rural Preservation Administrator, Department of Planning and Zoning

RECOMMENDED MOTION: Move to approve a County agreement and commitment to the Richard E. Shank and Kelly L. Shank easement project from the Washington County agricultural transfer tax fund in the amount of \$8,478.00, so that the MALPP is able to make a full easement offer to our next applicant from the FY 17 cycle.

REPORT-IN-BRIEF: Washington County has the opportunity to purchase another agricultural preservation easement by combining funding from 2 existing sources. Funds remaining in the local agricultural preservation account after an offer to our top ranking applications can be combined with a remaining balance offer from MALPP (State). If Washington County approves providing the balance of the easement purchase price from its local share of agricultural transfer tax funds, an additional 45.5 acres can be placed in a permanent preservation easement. This will require approval to initiate an additional contract with the property owner. The County agreement will provide the principal amount of \$8,478.00. The funding amount from MALPP cannot be made public until after the State Board of Public Works(BPW) meets to approve the easement.

DISCUSSION: The Shank's requested that the \$8,478.00 shortfall from the MALPP fund be made up from the agricultural transfer tax fund. The agricultural transfer tax is designated specifically for agricultural land preservation and is not drawn from the County General Fund. Since MALPP mandates confidentiality of easement information until after settlement, only the County Commissioners will be provided with the MALPP offer amount relating to this proposed easement.

FISCAL IMPACT: The County contribution of \$8,478.00 will be paid immediately after MALPP settles the Shank easement, approximately mid 2018.

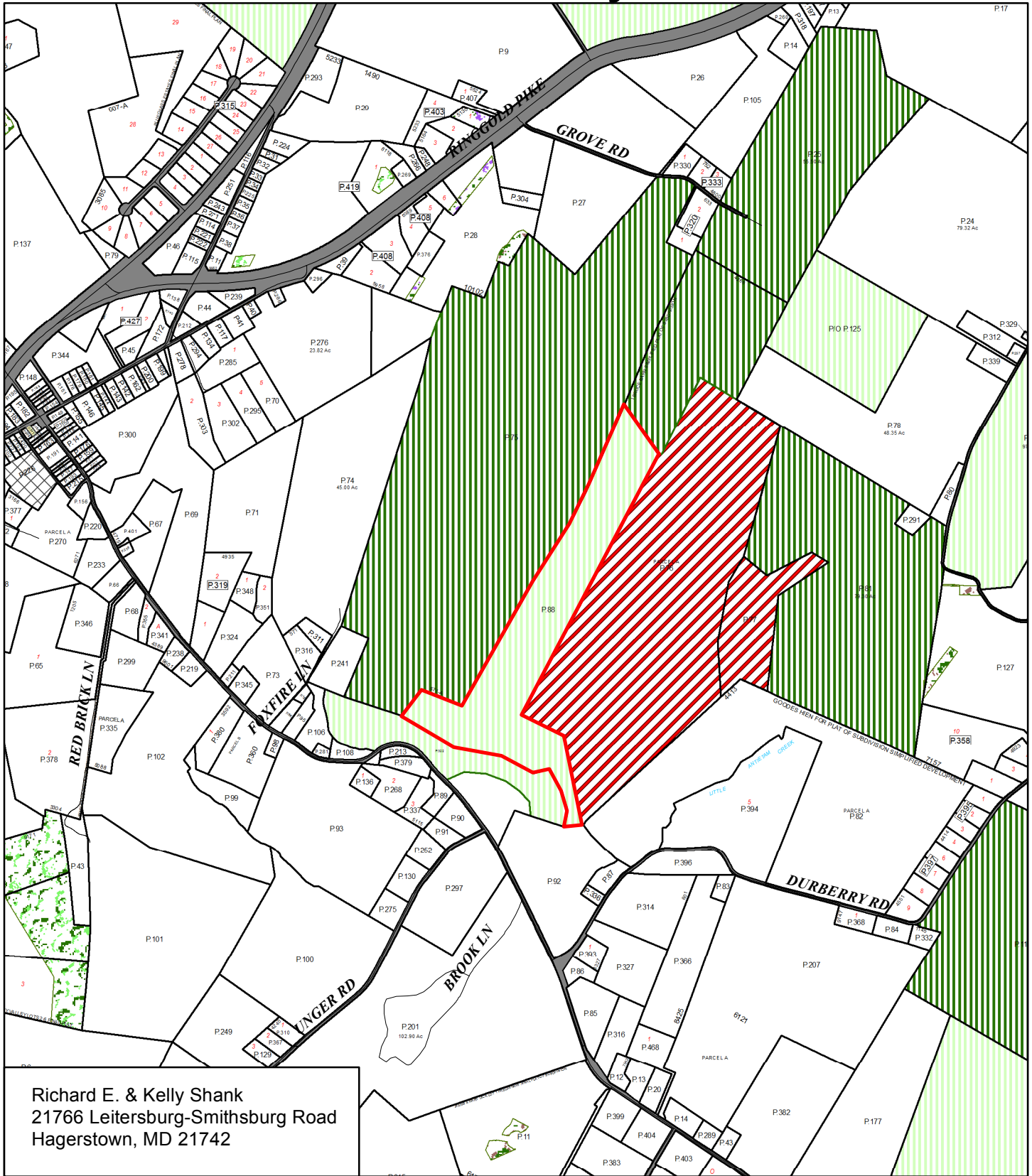
CONCURRENCES: Agricultural Advisory Board.

ALTERNATIVES: If we do not commit the additional funds for the Shank farm easement, then funds available from MALPP may be allocated to another county.

ATTACHMENTS: Aerial Map




AUDIO/VISUAL NEEDS: N/A

Richard E. & Kelly Shank

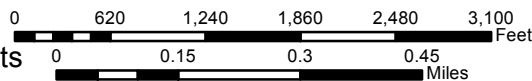


Richard E. & Kelly Shank
 21766 Leitersburg-Smithsburg Road
 Hagerstown, MD 21742

Legend

-  AG District
-  MALPF AG Easement
-  Other Permanent Easements

The parcel lines shown on this map are derived from a variety of sources which have their own accuracy standards. The parcel lines are approximate and for informational purposes ONLY. They are not guaranteed by Washington County Maryland or the Maryland Department of Assessments and Taxations to be free of errors including errors of omission, commission, positional accuracy or any attributes associated with real property. They shall not be copied, reproduced or scaled in any way without the express prior written approval of Washington County Maryland Planning and Zoning Department. This data DOES NOT replace an accurate survey by a licensed professional and information shall be verified using the relevant deeds, plats and other recorded legal documents by the user.





Agenda Report Form

Open Session Item

SUBJECT: Site Selection, Board of Elections

PRESENTATION DATE: October 17, 2017

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

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: Work session to finalize the plan for the site selection as discussed with the Board of County Commissioners (BOCC) and the Board of Elections over the last few months.

DISCUSSION: See attached spreadsheet.

FISCAL IMPACT: To be determined

CONCURRENCES: Director of Public Works

ALTERNATIVES: N/A

ATTACHMENTS: Site options summary

AUDIO/VISUAL TO BE USED: N/A

Washington County
Election Board Sites

Location	Office Space (SF)	Storage (SF)	Early Voting (SF)	Parking (on-site)	Comments
Existing office on 1st Floor at 33/35 W. Washington Street	2,400	at Tandy Drive	at another location	5	Sunk cost in existing facility.
Existing Storage at Tandy Drive	at 33/35 W. Wash	10,000	at another location	75	Sunk cost in existing facility.
2016 Early Voting at Tandy Drive	at 33/35 W. Wash	at Tandy Drive	3,200	75	Sunk cost in existing facility.
Within Existing Budget					
Hager Hall (Early Voting)	at 33/35 W. Wash	at Tandy Drive	4,500+	400	
2nd Floor at 33/35 W. Washington Street (Office)	3,800	at Tandy Drive	Senior Center Hager Hall Tandy Drive	5	County owned building, ADA access issues, Election Board not in one location, limited parking.
Senior Center Outbuilding (Early Voting)	at 33/35 W. Wash	at Tandy Drive	3,300	100	Dual Purpose Space. 2,500 SF open space + 1,500 SF temporary office/storage. County owned building, ADA access issues, Election Board not in one location, adequate parking.
Above Existing Budget					
Tandy Drive (former Phoenix Color building)	5,000	12,000	4,500	75	County owned building, Election Board in one location, adequate parking, Day Reporting uses front office area, location dismissed by Election Board.
Winter Street School	5,000	12,500	4,500	50	County owned building, Election Board in one location, various unknowns with the building that may increase renovation costs, adequate parking.
2nd Floor Valley Mall	4,000	12,000	4,000	500+	Paying rent, Election Board in one location, ample parking, construction of elevator, electioneering issues.
South End Shopping Center	6,000	12,000	6,000	100	Paying rent, Election Board in one location, ample parking.
480 N. Potomac Street	4,000	10,000	4,000	75	Paying rent, Election Board in one location, ample parking.