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BOARD OF COUNTY COMMISSIONERS

March 27, 2018

Agenda

- 10:00 A.M. INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President Terry L. Baker*
APPROVAL OF MINUTES –MARCH 20, 2018
- 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 TO NATHANIEL MCKINSEY, AN OUTSTANDING
WASHINGTON COUNTY YOUTH AND AMBASSADOR – *Board of County
Commissioners*
- 10:40 A.M. YOUTH MERITORIOUS AWARD PRESENTATION - *Board of County
Commissioners*
- 10:50 A.M. SECOND QUARTER ADJUSTMENTS TO THE WASHINGTON COUNTY
BOARD OF EDUCATION FY2018 GENERAL FUND BUDGET – *Jeffrey Proulx,
Chief Operating Officer, WCPS and David Brandenburg, Executive Director of
Finance, WCPS*
- 11:00 A.M. POLICY PR-24 HIRING PROCESS – *Stephanie Stone, Director of Health and
Human Services and Deb Peyton, Deputy Director of Human Resources*
- 11:10 A.M. FISCAL YEAR 2019 ANNUAL TRANSIT GRANT APPLICATION – APPROVAL
TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING - *Stephanie
Lapole, Grant Manager, Office of Grant Management*
- 11:15 A.M. MULTI-PURPOSE FACILITY AND PUBLIC SAFETY TRAINING CENTER –
Scott Hobbs, Director of Engineering
- 11:25 A.M. FISCAL YEAR 2019 SOLID WASTE BUDGET AND PROPOSED FEE'S – *Dave
Mason, Deputy Director, Department of Solid Waste and Watershed Programs*

11:45 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 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.)

12:25 P.M. Break

EVENING MEETING WITH THE TOWN OF CLEAR SPRING

Location: Town Hall, 146 Cumberland Street, Clear Spring, MD

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

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

07:10 P.M. COMMISSIONERS' REPORTS AND COMMENTS

07:15 P.M. REPORTS FROM COUNTY STAFF

07:20 P.M. CITIZENS PARTICIPATION

07:25 P.M. ADJOURNMENT



Open Session Item

SUBJECT: Presentation to Nathaniel McKinsey on March 27, 2018

PRESENTATION DATE: March 27, 2018

PRESENTATION BY: Washington County Commissioners

RECOMMENDED MOTION: Recognize Nathaniel McKinsey as an outstanding Washington County youth and ambassador

REPORT-IN-BRIEF: Nate McKinsey was an ambassador for the Washington County Department of Social Services to Annapolis on the 2nd Annual Foster Youth Shadow Day on February 15, 2018. Nate was chosen to shadow Governor Larry Hogan one-on-one for part of the day, and also witnessed a legislative session. Previously, Mr. McKinsey met Lordes Padilla, Secretary of Human Services, and shadowed Netsanet Kibret, Director of Government Affairs for DHS. In addition to these things, Nate is an outstanding student and athlete at North Hagerstown High School. Named Herald Mail Runner of the Year in December 2017, Nate most recently won the 800 meter relay at the Maryland State Indoor Track and Field Championships.

DISCUSSION:

FISCAL IMPACT:

CONCURRENCES:

ALTERNATIVES:

ATTACHMENTS: Pictures of Foster Youth Shadow Day and Herald Mail news articles dated 2.21.18 and 12.13.17

AUDIO/VISUAL NEEDS:

A Message to WCDSS Services TEAM

By Steven Youngblood



Thank you for a collaborated and collective effort that led to a very successful Youth Shadow Day in Annapolis. Washington County Department of Social Services Child Welfare Services Division proudly represented on February 15, 2018 at the 2nd annual Foster Youth Shadow Day in Annapolis. It is with GREAT pleasure that I can report to you all that we represented in Annapolis with a diverse group of 9 AWESOME youth and 5 staff. We had the most youth participation this year out of all the other jurisdictions. Our very own Nate McKenzie was chosen to spend part of the day with Governor Larry Hogan one-on-one. To say the least, Nate felt like he was on top of the

world. All of the youth reported that they had a great experience and are looking forward to more youth opportunities and engagements.

The young people attended the opening with Guest Speaker Delegate C.T. Wilson who has first hand knowledge of the struggles foster youth endure because he was a foster youth himself. His message of perseverance and strength despite adversities really inspired the young people. Delegate C.T. Wilson's speech was followed up by Executive Director Rebecca Jones Gaston and Secretary Lourdes Padilla with a powerful message of self advocacy and taking full advantage of all the services there LDSS can offer. Our young people then got to witness a legislative session and directly after each youth was teamed up one-one-one with a legislator who volunteered to give the youth a snapshot of a day in the life as a legislator and the legislative process. Our young people also attended a hearing in support of the Fostering Employment Act of 2018, The Governors administration proposal to establish an apprenticeship and job readiness training program for foster care recipients and homeless youth.

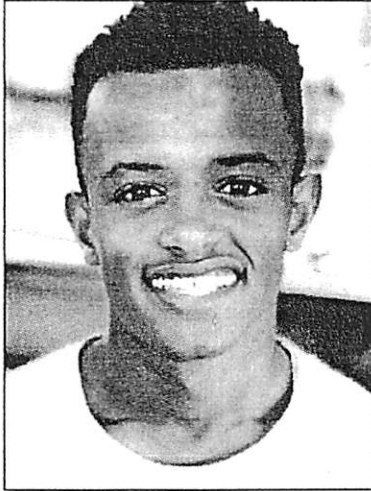


"What Counts In Life Is Not The Mere Fact That We Have Lived. It Is The Difference We Have Made In The Life Of Others That Will Determine The Significance Of The Life We Lead"

Nelson Mandela



Herald-Mail All-County Boys Cross Country



Runner of the Year
Nate McKinsey
North Hagerstown

The junior got results after giving up soccer to devote his entire fall to running. McKinsey won county and city titles and was a champion at the Carlisle Invitational and the Wolverine Run at Watkins Mill. He was the overall runner-up at the Central Maryland Conference championships, and he placed third in the 3A West region and fourth at states. McKinsey also had top-five finishes at the Interstate Classic (second), Bulldog Invitational (fourth) and Progressive Physical Therapy Invitational (second).



All-Washington County First Team

Track triumph



By Colleen McGrath

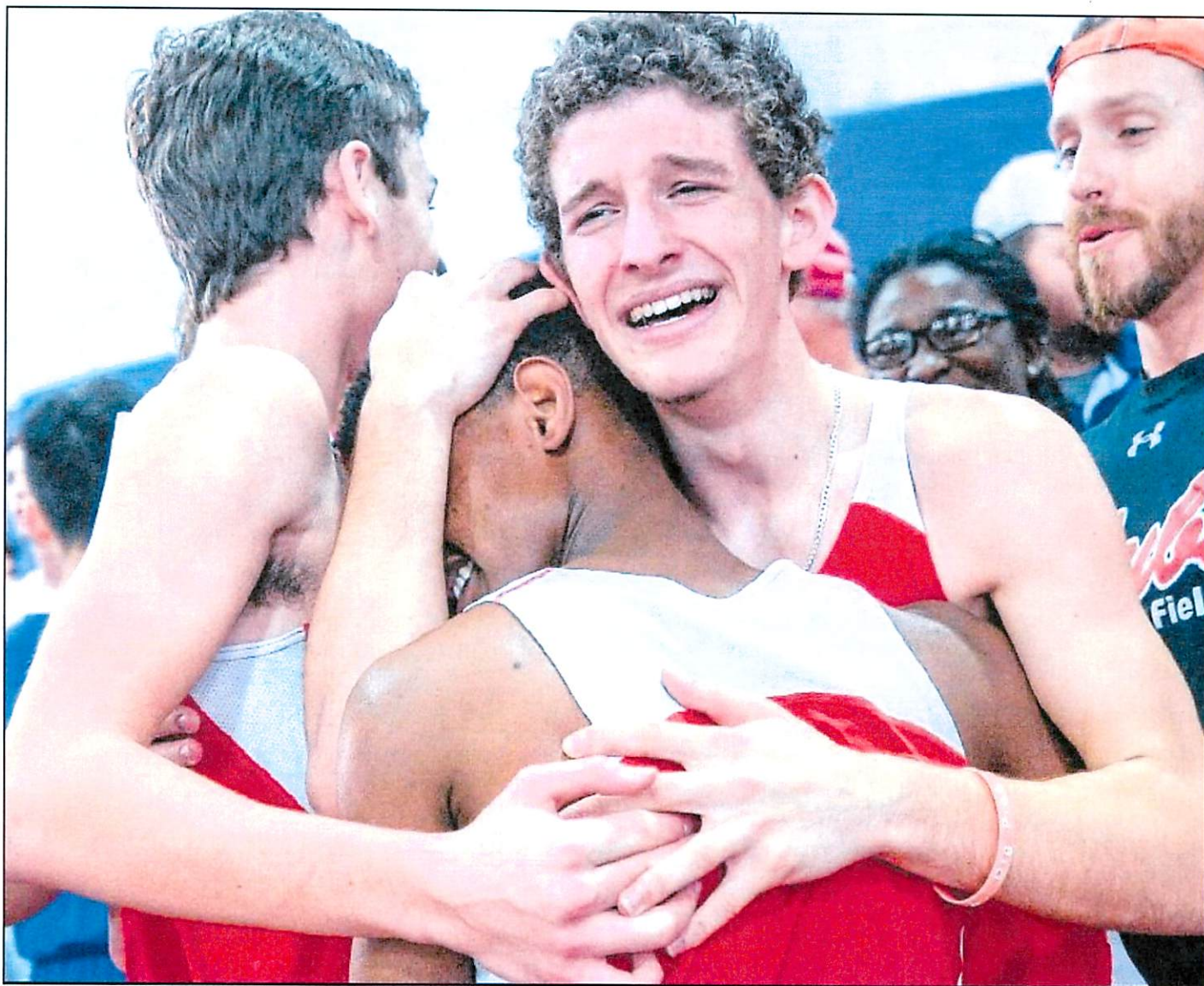
Running the last leg of the 3A boys 4x800-meter relay, North Hagerstown's Nate McKinsey celebrates Tuesday as he crosses the finish line in first place during the Maryland State Indoor Track and Field Championships at Prince George's Sports and Learning Complex in Landover. More results and photos on C1 and on www.heraldmillmedia.com

LOCAL WINNERS OF TUESDAY'S MARYLAND STATE INDOOR TRACK AND FIELD CHAMPIONSHIPS n Brandon Gasaway, Saige Vipond, Ben Gazzola and Nate McKinsey of North High win the 4x800-meter relay with a time of 8:15 n Kaithon McDonald of South High wins the high jump with a jump of 6'6" n Andre Turay of South High wins the 55-meter hurdles with a time of 7.35 seconds

Golden moments for North, South

Note: The meet was still in progress at press time. See hagerstownsports.com for the complete story.

By DANIEL KAUFFMAN dkauffman@herald-mail.com



By Colleen McGrath

North Hagerstown's Brandon Gasaway, right, and Ben Gazzola embrace teammate Nate McKinsey after he came across the finish line first on the anchor leg of the 4x800 relay at the state indoor meet at Prince George's Sportsplex in Landover on Tuesday.

LANDOVER, Md. — On a night when South Hagerstown's Andre Turay and Kaithon Mc-Donald each won state gold, the performance produced by North Hagerstown's boys 4x800 relay team may have been the best.

In the first Class 3A boys final Tuesday night, the Hubs' team of Brandon Gasaway, Saige Vi-pond, Ben Gazzola and Nate McKinsey knocked off top seed Mount Hebron with a Washington County indoor record time of 8:15.02 at the Maryland State Championships inside the Prince George's Sportsplex.

McKinsey ran a 2:01 anchor leg, passing Mount Hebron at the start of the final lap.



By Colleen McGrath

South Hagerstown's Andre Turay wins the 3A boys 55 hurdles at the state indoor meet in Landover on Tuesday.



"I knew (Mount Hebron's) anchor leg went out too excited on the first lap, and I knew to back off a little and keep my pace," said McKinsey. "I got around him and brought it home. That's my fastest

(800). I really wanted the state title, and we wanted the county record."

Gasaway, the Hubs' top individual performer in the 800, ran the first leg and faded over the final lap after running the first 400 in 59 seconds, handing the baton off in 2:05.

"The whole year, I've gotten us off to good starts. (But) they stared me on the outside lanes and that threw me off. I went out way too fast and by the third lap I was dead," Gasaway said. "I wanted to start crying on the track, I thought I had lost it there, but these guys did a hell of a job."

Vipond blistered his way through a 57-second first 400 and maintained enough speed to complete his leg in 2:03, moving up into second place.

"All that training over the years, it paid off today," Vipond said. "After finishing fourth last year, we were going to show everyone what's up."

Gazzola ran his first 400 in a minute flat before closing the gap on Mount Hebron to a couple meters on his final lap while clocking a 2:06 split.

"I saved what I had for the last lap to reel him in," Gazzola said. "We've been preparing for this day mentally all year. We were ready for this."

Turay, a junior, clipped a couple hurdles in the boys 55 hurdles final, but powered right through the contact to win an indoor state championship for the second straight year, clocking 7.35 seconds — just shy of his county indoor record. He was the 2A winner for Oakland Mills last year.

"My start felt very good, then I felt I was a little high over the first hurdles and tried to get lower," said Turay, who also finished second in the 300 (35.90). "My goal was 7.2, but 7.3 is fine. I've been very consistent over the last month."

Turay will head to New Balance Nationals ranked in the top five in the 55 hurdles.

"Hopefully I can get my blocks down and go even lower," he said.

The boys high jump duel between Rebels teammates Nate Moore and McDonald, both seniors, never quite reached its potential heights, although they still swept the top two spots. After both cleared 6 feet, 4 inches, McDonald cleared 6-6 on his first attempt. Moore missed all three of his attempts and came up limping after the second one.

The championship secured, McDonald just missed clearing 6-8 on his third try.

"My approach was a lot faster than it's been lately, which gave me more power to jump," McDonald said. "I'm really happy, but I think I could have done more."

McKinsey added a third-place finish in the boys 3,200, clocking 10:09.90 for the Hubs.

Other placewinners for the Rebels were LeNisha Chance in the girls high jump (fourth, 5 feet), Khalil Booker in the boys 55 (fifth, 6.63), Jordyn Morris in the girls 55 hurdles (sixth, 8.83), Emily Alexander in the girls 1,600 (seventh, 5:28.48) and 3,200 (eighth, 12:17.12), and Zayne Bedregal in the boys pole vault (eight, 8-6). The South boys were fifth in the 4x200 relay (1:33.38).

In the girls pole vault, Devin Riss of North cleared 8-6 to tie winner Hannah Taylor of Towson, who got the gold because of fewer misses.

Placewinners for the Hubs included Gasaway in the boys 800 (sixth, 2:05.15), Nikolas Mckoy in the boys shot put (sixth, 43-2) and the girls 4x800 relay team (seventh, 10:21.02). Mariclare Anderson was eight in the girls 800 (2:30.08).

Open Session Item

SUBJECT: Youth Meritorious Award Presentation

PRESENTATION DATE: Tuesday, March 27, 2018

PRESENTATION BY: Tiffany Miller & 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 for the month of March. They were selected based on their scholastic achievement, leadership qualities, community service performed or other positive contributions to their school or community.

March 2018 – Janelle Armstrong – 9th Grade – Clear Spring High School
Parent(s) – Mark and Nancy Armstrong
Hometown – Hagerstown, MD
Nominated by Nancy Armstrong

March 2018 – Brittany Durben – 12th Grade – Broadfording Christian Academy
Parent(s) – Larry and Rhonda Durben-Ramsey
Hometown – Hagerstown, MD
Nominated by Elizabeth Luhn

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Student Summaries

AUDIO/VISUAL NEEDS: N/A

Youth Meritorious Award Summary for:

Janelle Armstrong
9th Grade Student
Clear Spring High School
Nominated By: Nancy Armstrong

Parent(s) – Mark and Nancy Armstrong

Nancy Armstrong endorsed the following:

Janelle volunteers with Breast Cancer Awareness of Cumberland Valley with their Step N Stride and Purse Auction each year and is very passionate about their program called “For Our Kids”. Due to being a child of a parent who has had breast cancer; she has found out about children and sent gifts on

her own to encourage these children as their parent battles this disease. She has spread the word about this organization by being part of the Miss Maryland Organization and currently holds the title of Miss Antietam's Outstanding Teen.

She volunteers at the Maugansville Rurtitan Club with their pancake breakfast and has helped raise funds for Wounded Warrior Project. This past December she participated in Wreaths Across America at Arlington National Cemetery. She also volunteered at National Nite Out, Krumpy's Donut Run, Krumpy's Donut Drop, and The Glow Run for Brook Lane; Kevin Lumm Memorial Golf Tournament and numerous other events. During Law Enforcement Week she has baked and delivered baked goods to the state, county and city police departments and also does the same over the Christmas holidays.

In addition to all of the volunteer hours that puts in she is currently a cheerleader at Clear Spring High School and a distinguished honor roll student. She takes all honors classes in school. She is a member of National Junior Honor Society and is a member of the Women's Small Ensemble at school. She was also recognized as a Star Student by her 8th grade Middle School ELA Teacher last year. During this past year she has been a good friend and mentor to a 3rd grader to encourage her to be all that she can be and to come out of her quiet shell. When Janelle was in the 6th grade and attended the same school as this young lady, she was her prayer partner and they bonded at that time.

Even though she has been bullied she has not allowed that to dampen her spirits and always willing to encourage others.

Youth Meritorious Award Summary for:

Brittany Durben
12th Grade Student
Broadfording Christian Academy
Nominated By: Elizabeth Luhn

Parent(s) – Larry and Rhonda Durben-Ramsey

Elizabeth Luhn endorsed the following:

It has been a privilege to have Brittany Durben as a student at Broadfording Christian Academy. I have known Brittany for several years. I currently serve as her National Honor Society adviser and high school guidance counselor. She's a joy to work with because of her strong abilities and positive attitude. In December 2017, she was recognized for these attributes by the Herald Mail, our local tri-state newspaper, and was featured as a Student Standout. In November 2017, she was chosen by her peers as the schools Homecoming Queen.

She has consistently chosen a rigorous academic course load throughout high school. She is a member of prestigious National Honor Society and has done a beautiful job of maintaining the high standards of scholarship, leadership, service and character.

In addition to her strong academics, Brittany serves as the president of the Fellowship of Christian Athletes (FCA) club. Within her community, Brittany is an active member of her local church, volunteering and taking part in the church Worship Team. Brittany has traveled to South Korea to help foreign students improve their English proficiency, at which time she was awarded the Exemplary Behavior Group Award.

Throughout high school, Brittany has enjoyed volleyball, cheerleading, choir, art, and piano. In 2015, she received the Wilson College Artwork Award and had her artwork displayed at the college's Bogigian Gallery.

She has a bright mind and a determined attitude. Together, these two gifts have served her well, and no doubt, will continue to do so. She has my HIGHEST recommendation.



Open Session Item

SUBJECT: Second Quarter Adjustments to the Washington County Board of Education's FY2018 General Fund Budget

PRESENTATION DATE: March 27, 2018

PRESENTATION BY: Mr. Jeffrey Proulx, Chief Operating Officer, WCPS
Mr. David Brandenburg, Executive Director of Finance, WCPS

RECOMMENDED MOTION: Move to approve the requested second quarter adjustments to the Board of Education's FY2018 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 FY2018 General Fund Budget at its March 6, 2018 meeting.

DISCUSSION: Several of the changes that the Board of Education approved on March 6 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 March 2, 2018, and recommended them for approval by the full Board. The Board of Education unanimously approved these changes at their March 6, 2018 meeting.

ALTERNATIVES: None

ATTACHMENTS:

- Proposed second quarter budget adjustments for the Washington County Board of Education's FY2018 General Fund Operating Budget.

AUDIO/VISUAL NEEDS: None

Washington County Public Schools
Requested Second Quarter FY2018 Budget Adjustments

Category	Value	The primary reason for requested change is:
Revenue	122,000	Additional investment income and out-of-area tuition
Administration	294,465	Reduced expense due to Technology transfers to Operation of Plant, staff vacancies and turnover credit
Mid-Level Administration	260,313	Reduced expense due to Technology transfers to Operation of Plant and turnover credit
Other Instructional Costs	310,968	Reduction of contracted services and reclassification of school allocations, as well as other instructional transfers
Student Personnel Services	22,995	Reduced expense due to turnover credit
Capital Outlay	22,535	Reduced expense due to staff vacancy
Fixed Charges	298,826	Adjustments to health insurance for staff vacancies and changes in subscriber mix and projected costs
Total Expense Reductions/Additional Revenue	<u>1,332,102</u>	
Instructional Salaries	692,833	Increased expense due to temporary instructional support and turnover credit adjustment
Instructional Textbooks and Supplies	182,539	Increased expense due to acquisition of digital learning resources, pre-k materials, and other instructional transfers
Special Education	100,000	Increased interpreters, other contracted services, and legal fees
Student Health Services	56,000	Increased student health needs covered by contracted services
Operation of Plant	296,730	Increased expense due to technology transfers from Administration and Mid-Level Administration and projector replacements
Food Services	4,000	Added expense of summer school meals
Total Expense Increases/Reduced Revenue	<u>1,332,102</u>	
Net Effect on Fund Balance	0	

**Washington County Public Schools
Summary of FY2018 Budget Adjustments by Quarter**

Category	Increase/(Decrease)				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Full Year
Revenue		\$122,000			\$122,000
Administration	(42,000)	(294,465)			(\$336,465)
Mid-Level Administration		(260,313)			(\$260,313)
Instructional Salaries	1,024,361	692,833			\$1,717,194
Instructional Textbooks and Supplies		182,539			\$182,539
Other Instructional Costs	(200,000)	(310,968)			(\$510,968)
Special Education	215,156	100,000			\$315,156
Student Personnel Services		(22,995)			(\$22,995)
Student Health Services		56,000			\$56,000
Student Transportation Services	(64,000)				(\$64,000)
Operation of Plant	(83,184)	296,730			\$213,546
Maintenance of Plant					\$0
Capital Outlay		(22,535)			(\$22,535)
Food Service		4,000			\$4,000
Fixed Charges	(850,333)	(298,826)			(1,149,159)
Undesignated Fund Balance Change	\$0	\$0	\$0	\$0	\$0

Note: An increase in the revenue budget has the same effect as a decrease in the expense budget. They are both positive. Therefore, when adding the column, one must reverse the sign on the requested change in revenue.



Agenda Report Form

Open Session Item

SUBJECT: Policy PR-24 Hiring Process

PRESENTATION DATE: March 27, 2018

PRESENTATION BY: Stephanie Stone, Dir., Health and Human Services
Debbie Peyton, Deputy Director of Human Resources

RECOMMENDED MOTION: Motion to approve amendments to the PR-24 Hiring Process as desired by Board of County Commissioners.

REPORT-IN-BRIEF: Staff has been asked to review the current method in which vacant employee positions are approved for advertisement and subsequently filled. Then to provide additional options for the Board's consideration.

DISCUSSION: To assist with the discussion I have attached the previously approved hiring policy adopted January 5, 1999 that I will outline during this presentation. Staff has reported, and I concur that this process worked very effectively and efficiently and allowed for positions to be filled in a more expedient manner than our current policy. There have been times when the current process has affected our ability to hire the most favored candidate due to unintended delays. Unintended delays can also impede a department's ability to meet its obligations to our customers and the effectiveness of our operations.

(Review of current and previous policy)

The options available to the Board are:

1. PR-24 remains as currently written with no changes
2. Revert to the previous PR-24 (adopted-1/5/1999) policy as written or with Board revisions
3. Revise PR-24 to meet new procedures as determined by the Board.

FISCAL IMPACT: N/A

CONCURRENCES: County Administrator

ALTERNATIVES: To be discussed.

ATTACHMENTS: PR-24 Hiring (1/5/1999); PR-24 Hiring Process approved 11/28/2017

AUDIO/VISUAL NEEDS: N/A

POLICY TITLE: Hiring
POLICY NUMBER: PR-24
ADOPTION DATE: January 5, 1999
EFFECTIVE DATE: January 5, 1999
REVISION DATE: October 26, 1999

I. PURPOSE

To provide written guidelines governing the employment of individuals within Washington County.

II. GENERAL POLICY

Washington County's basic hiring policy is to ensure that every reasonable effort is made to recruit, screen, and select job applicants on the basis of predetermined qualifications that do not arbitrarily discriminate against any qualified person. It is Washington County's intent under this policy to hire and promote individuals who demonstrate the greatest and most desirable level of skills, knowledge, abilities, adaptations, fitness, and other qualifications appropriate to the position.

III. GUIDELINES AND RESPONSIBILITIES FOR EMPLOYMENT

It shall be the responsibility of the Human Resources Director to develop the most suitable methods of recruitment, screening, and related hiring programs and procedures to ensure that this policy is carried out in the most efficient, timely, and lawful manner reasonable.

The Human Resources Department will be responsible for placement of recruitment notices and will receive all employment applications. The Department will complete the necessary recruitment activity records before forwarding all applications to the appropriate Department Head or Division Director.

The Department Head/Division Director will assure that all applications are reviewed and that a reasonable representative number of individuals are selected for interview. All applications, including those selected for interview, will be returned to the Human Resources Department. After assuring that all persons selected for interview meet the qualifications for the position, Human Resources staff will work with Department Heads/Division Directors in establishing an interview schedule and notifying those applicants selected for interview.

Department Heads/Division Directors (or their designated representative) will conduct all employment interviews in a legally acceptable format outlined by various County policies and procedures. Upon completion of interviews, the interviewing department will conduct job related reference checks, using standard reference forms, on the top candidates for the

III. GUIDELINES AND RESPONSIBILITIES FOR EMPLOYMENT (cont)

position. Once a candidate has been selected, a written recommendation, signed by the Department Head/Division Director, along with all supporting documentation will be forwarded to the Human Resources Department for review. To the maximum extent possible, three names will be submitted in priority to the Human Resources Department.

The Human Resources Director will assure that the recommended applicant appears to meet the qualifications of the job and that the interviewing department followed established policy. Once the Human Resources Director is confident that every reasonable effort has been made to hire the most qualified person for the position then he/she will endorse the recommendation and verify wage information.

If the vacancy is for a part-time or regular full-time non-supervisory position, the Human Resources Director will review the recommendation with the County Administrator for approval. The County Administrator also has the authority to approve lateral transfers for all positions and requests for voluntary demotion to an open vacancy.

If the vacancy is for a regular full-time position in Grade 14 or higher, the Human Resources Director will review the recommendation with the Board of County Commissioners for approval. The Board of County Commissioners will also be consulted if the Department Head/Division Director is recommending a wage higher than the minimum established within the appropriate salary grade. In addition, all disagreements between the Department Head and Human Resources Director or County Administrator and potential conflict of interest will be brought to the attention of the Board of County Commissioners.

IV. TEMPORARY UPGRADES

The Human Resources Director has authority to approve temporary upgrade requests that conform to County policy. Requests that deviate from County policy will be discussed with the County Administrator and decision made on a case-by-case basis.

V. MINOR WAGE ADJUSTMENTS

In the event that minor discrepancies are found in wages paid to County employees, it is the responsibility of the Department Head to provide detailed written documentation and a recommendation on how best to address the situation. The correspondence will be reviewed by the Human Resources Director and must be approved by the County Administrator. Any requests that requires additional budget appropriation must be approved by the Board of County Commissioners.

VI. DISCHARGE

The Board of County Commissioners will be the sole authority in the discharge of any County employee.

POLICY TITLE: Hiring Process

POLICY NO.: PR-24

I. PURPOSE

The purpose of this Policy is to provide written guidelines governing the employment of individuals within Washington County.

II. GENERAL POLICY

Washington County's basic hiring policy strives to ensure that every reasonable effort is made to recruit, screen, and select job applicants on the basis of predetermined qualifications that do not arbitrarily discriminate against any qualified person. Washington County's intention under this Policy is to hire and promote individuals who demonstrate the greatest and most desirable level of skills, knowledge, abilities, adaptations, fitness, and other appropriate qualifications.

III. GUIDELINES AND RESPONSIBILITIES FOR EMPLOYMENT

- A. The Director of Health and Human Services is responsible for developing the most suitable methods of recruitment, screening, and related hiring programs and procedures to ensure that this Policy is carried out in the most efficient, timely, and lawful manner.
- B. The Department of Human Resources is responsible for placement of recruitment notices and receipt of all employment applications. When a recruitment notice is placed, the Department of Human Resources will complete the necessary recruitment tracking records before forwarding all received applications to the employing department head or division director.
- C. The employing department head or division director will ensure that all applications are reviewed and that a reasonable representative number of individuals are selected for interview. The employing department head or division director will return all applications, including those of the applicants selected for interview, to the Department of Human Resources. After ensuring that all persons selected for interview meet the qualifications for the vacant position, the Department of Human Resources staff will work with the employing department head or division director to establish an interview schedule and to notify those applicants selected for interview.
- D. The employing department head or division director (or designated representative) will conduct all employment interviews in a legally acceptable format. Upon completion of interviews, the employing department head or division director will ensure that job-related reference

checks are conducted on the top candidates for the vacant position. The employing department head or division director may use a standard reference form available from the Department of Human Resources or a comparable written format that includes all necessary documentation to show that job-related references have been checked. Once a candidate has been selected, the employing department head or division director will forward a written and signed recommendation, along with all supporting documentation, to the Department of Human Resources for review. To the extent possible, three names will be submitted in priority of qualification to the Department of Human Resources.

- E. The Director of Health and Human Services will ensure that all applicable policies were followed during the interviewing process and that the recommended applicant meets the qualifications of the vacant position. Once the Director of Health and Human Services is confident that every reasonable effort has been made to hire the most qualified person for the vacant position, then he or she will endorse the recommendation and verify wage information. The recommendation is then taken before the Board of County Commissioners for final approval.
- F. If the vacant position is for a part-time or temporary position, the Director of Health and Human Services has authority to approve the recommendation. If the vacant position is for a regular full-time non-supervisory position, the Director of Health and Human Services will review the recommendation for approval.
- G. The Board of County Commissioners will be consulted if the employing department head or division director is recommending a wage higher than the minimum established within the appropriate salary grade.

IV. TEMPORARY UPGRADES

The Director of Health and Human Services has authority to approve temporary upgrade requests that conform to County policy.¹ Requests that deviate from County policy will be discussed with the County Administrator, and decisions will be made under those circumstances on a case-by-case basis.

V. DISCHARGE

The Board of County Commissioners has sole authority for discharge of any full-time County employee. The Director of Health and Human Services has the authority to discharge part-time, temporary, or seasonal employees.

¹ See Policy No. PR-10 Guidelines for the Temporary Upgrade of Employees.

VI. CRIMINAL BACKGROUND CHECKS

A. Historical and Legal Precedence

In 1986 the Maryland State Legislature enacted a law that requires criminal background checks of all persons hired after October 1, 1986, who supervise youth or who, by the nature of their jobs, are afforded the opportunity of direct, frequent contact with youths. Washington County instituted a standard procedure with regard to all full- and part-time employees hired after October 1, 1986. The departments most directly and frequently affected by these procedures are Washington County Parks and Facilities and the Washington County Recreation and Fitness Department. Section VI of this Policy outlines procedures to ensure that the Board of County Commissioners of Washington County complies with Title 5, Subtitle 5, Section 5-561, of the Family Law Article of the Annotated Code of Maryland, which requires criminal background checks to be conducted on all employees of a recreation center or recreation program operated by State or local governments primarily serving minors.

B. Employees

1. All employees working with youth, as governed by the laws of the State of Maryland, must undergo criminal background checks (State and FBI) upon hire.
2. The fingerprinting required for criminal background checks will be conducted by an agency designated by the County at its sole discretion. The background investigation is considered to be the last step in the employment process and will only occur after the appropriate approvals for employment have been made pursuant to Section III of this Policy. Newly hired employees who are requested to report to work prior to the receipt of background check results do so with the understanding that, if an unfavorable report is received, this will be treated as a violation of established County policy and immediate termination will result. The County is responsible for all fees associated with conducting criminal background checks.

3. Independent Contractors

All independent contractors hired by the County to work with youth or to have frequent access to youth are required to undergo criminal background checks as part of a contract award. The costs associated with the criminal background checks are the sole responsibility of and must be paid by the independent contractor.

4. Volunteers

The Board of County Commissioners, in keeping with the letter of the law, requires all unpaid volunteers to undergo criminal background investigations at County expense if their volunteer work includes involvement in programs that put them in direct, frequent contact with youth.

5. Confidentiality

All results of background investigations will be kept in strictest confidence.

VII. PHYSICAL EXAMINATIONS

A. Pre-Employment Physical Examination

Before any applicant or prospective employee is finally accepted for employment with Washington County, he or she must undergo a pre-employment physical examination, including a drug screening, to determine physical capability of handling job duties and to identify any pre-existing condition that might jeopardize the health or safety of the prospective employee, other employees, or the public. Pre-employment physical examinations will be conducted by a physician selected by the County Commissioners, and any expenses incurred will be paid by Washington County. If, during the course of a pre-employment physical examination, an applicant or prospective employee is found to have a physical restriction or disability that was incurred prior to applying for employment with Washington County, the County-designated examining physician will determine whether the applicant or prospective employee can perform the essential functions of the job for which the applicant or prospective employee is being considered. This condition is imposed to protect Washington County and the public and to prevent denial of employment due to disability.²

B. Return-to-Work Physical Examination

If an employee has been absent from his or her position for a prolonged length of time, whether due to a work-related or non-work-related injury or illness, he or she may be asked to undergo a return-to-work physical examination to determine physical capability to return to work and resume normal job duties. Return-to-work physical examinations will be conducted by a physician selected by the County Commissioners, and any expenses incurred will be paid by Washington County. Failure to comply with the

² See Policy No. PR-31 Americans with Disabilities Act (ADA) and Americans with Disabilities Amendments Act (ADAAA).

requested examination may subject the employee to disciplinary action up to and including termination.

C. Conditions of Employment

All applicants, prospective employees, and employees are required to comply with the recommendations of the County-designated examining physician, including any determination made pursuant to Section VII of this Policy regarding conditions, if any, of employment or continued employment. If a question arises as to whether the County should employ or should continue to employ a person who does not pass the physical examination, the decision of the Board of County Commissioners or designated representative will be final.

VIII. EMPLOYMENT OF RELATIVES

A. Background and Rationale

Washington County's employment policy fosters the hiring, promotion, and transfer of employees on the basis of individual merit and seeks to avoid any appearance of favoritism or discrimination in making employment decisions. Certain positions within County government represent a sphere of influence with regard to employment- and compensation-related decisions that have the potential to appear fraught with favoritism or discrimination when such decisions involve relatives who are employed by Washington County. Also, the employment of relatives within any one department or division in County government may produce discomfort and dysfunction in working relationships. The employment of relatives at certain levels of County government that result in supervisor-subordinate relationships between relatives, or the employment of relatives in positions where a relative might have influence over another relative's status or job security, is regarded as a potential violation of Washington County's employment policy.

B. Definition of Relative

For purposes of Section VIII of this Policy, relative is defined as the following and includes step- and half-relationships:

Father	Wife	Son-In-Law
Mother	Father-In-Law	Daughter-In-Law
Son	Mother-In-Law	Brother-In-Law
Daughter	Uncle	Sister-In-Law
Brother	Aunt	Grandfather
Sister	Nephew	Grandmother
Husband	Niece	Grandchild

C. Prohibited Employment Relationships

Supervisors, department heads, and division directors are prohibited from attempting to influence the hiring of or recommending the employment of relatives as defined in Section VIII.B. Supervisors, department heads, and division directors are also prohibited from remaining in employment relationships with relatives as their subordinates. When employment circumstances arise which are contrary to Section VIII. of this Policy, whether by promotion, transfer, marriage, or some other means, the affected employees will have six (6) months in which to voluntarily resolve the prohibited employment circumstances; that is, one or more of the affected employees may request a transfer to a different department or division or may voluntarily terminate employment. If the affected employees are unable to resolve the prohibited employment circumstances on their own, their immediate supervisor(s), the Director of Health and Human Services, and the County Administrator will review the case and will recommend to the County Commissioners which employee(s) should be transferred or terminated. The County Commissioners will make the final decision concerning the resolution of the situation, and the Board's decision will be binding.³

IX. EMPLOYEE RESIDENCY REQUIREMENT

A. Residency Requirement for Specified Positions

The County Administrator, all department heads and division directors, and all members of boards and commissions appointed by the Board of County Commissioners must reside in Washington County. All newly hired department heads and division directors, as well as all members of boards and commissions appointed by the Board of County Commissioners, if not already County residents, must establish County residency within six (6) months of date of hire or appointment. Any department head, division director, or commission or board member who fails to relocate his or her residence inside Washington County within six (6) months of date of hire or appointment will be terminated, unless, under specially warranted circumstances as determined solely by the Board of County Commissioners, the Board grants a longer period of time for said relocation. Any department head, division director, or member of any board or commission appointed by the Board of County Commissioners who relocates his or her residence outside Washington County will be terminated from employment or be removed from his or her position on the board or commission.⁴

³ See Policy No. PR-13 Anti-Harassment and Complaint Procedure for County policy and procedure relating to dating and consensual romantic and sexual relationships.

⁴ See Policy No. PR-22 Boards and Commissions for additional information regarding residency requirements for appointees to County boards and commissions.

B. Exception to Residency Requirement for Specified Positions

All department heads and division directors residing outside of the County prior to the adoption of this Policy will be allowed to maintain their out-of-County residence and will not be required to relocate.

X. INTERNAL JOB POSTING PROCEDURE

- A. The internal job posting procedure ensures that all employees are made aware of and have the opportunity to apply for open positions either before or concurrently with the County's consideration of external candidates for employment. All positions will be posted internally when openings occur. Job postings within a bargaining unit only will be posted or advertised internally within County government for a period of five (5) business days prior to being advertised outside of County government. Bargaining unit jobs will only be advertised externally if no qualified candidate applies during the five (5) day posting period and is selected to fill the job opening.
- B. While it is the County's philosophy to promote from within whenever possible, there are conditions under which a position could be posted internally and externally at the same time. Examples of conditions that justify simultaneous internal and external posting include, without limitation, organizational restructuring; position requirements that include skills, education, or experience not known to match any existing employee; and critical operation needs.
- C. The following procedure will be followed for internal job postings:
1. Method of Posting - Internal job postings will be distributed via e-mail. Department heads and division directors will be requested to distribute postings or display them on departmental bulletin boards for all employees who do not have access to e-mail.
 2. Posting Duration - Jobs are posted for seven (7) calendar days during which time applications may be submitted to the Department of Human Resources.
 3. Posting Information - Each job posting will contain the following information:
 - a. Job title;
 - b. Department;
 - c. Complete job description which includes a summary of principal duties, responsibilities, and requirements of the job, and minimum qualifications of the candidates for the job; and

- d. Grade and salary range.
4. Application Procedures - Employees who wish to apply for a posted position must complete the following:
- a. Obtain and complete an Internal Job Application Form available from the Department of Human Resources or online at the County's website at www.washco-md.net;
 - b. Forward the completed Internal Job Application Form and an updated resume to the Department of Human Resources by the closing date specified on the job posting.



Agenda Report Form

Open Session Item

SUBJECT: Fiscal Year 2019 Annual Transit Grant Application – Approval to Submit Application and Accept Awarded Funding

PRESENTATION DATE: March 27, 2018

PRESENTATION BY: Stephanie Lapole, Grant Manager, Office of Community Grant Management and Kevin Cerrone, Director, Washington County Transit

RECOMMENDED MOTION: Move to approve the resolution authorizing the filing of the application for a grant under the Federal Transit Act and approve the execution of the grant agreement upon receipt, subject to review and approval by the County Attorney’s Office.

REPORT-IN-BRIEF: Washington County Transit annually applies to the Maryland Transit Administration (MTA) for Federal and State operational and capital grant funding through the Annual Transportation Improvement Plan (ATP). The ATP also includes an updated Title VI Plan. The fiscal year 2019 application requests \$2,936,036 in State and Federal funds from MTA and the Federal Transit Administration (FTA). The grant funds are used to operate authorized transportation programs within Washington County, which includes the Section 5307 Public Transportation Program – Fixed Route Transit, the American Disability Act (ADA) Complementary Paratransit Program, the Job Opportunity Bus Shuttle (JOBS), the Statewide Special Transportation Assistance Program (SSTAP) – aka: Ride Assist Voucher Program and the Capital Assistance Program (CAP).

DISCUSSION: The Office of Grant Management has reviewed the grant application. There are no unusual conditions or requirements attached to the acceptance of the grant.

FISCAL IMPACT: A local match (General Fund, DSS & in-kind) is required to secure the Federal and State grant funds. The local match requirement associated with the fiscal year 2019 application is \$915,886.

General Fund:	\$550,664.00
SSTAP Local Match (In Kind & Fares):	\$68,972.00
DSS Local Match:	\$103,500.00
SSTAP Reimbursement:	\$30,750.00
5307 Capital Grant Local Match:	<u>\$162,000.00</u>
	\$915,886.00

CONCURRENCES: Director, Office of Grant Management, County Attorney

ALTERNATIVES: If a decision is made not to apply for the grant funds and/or provide the local match requirements, the County would become ineligible for the Federal and State transit grant funds in fiscal year 2019.

ATTACHMENTS: County Attorney has grant application in his possession.

AUDIO/VISUAL NEEDS: N/A



Open Session Item

SUBJECT: Multi-Purpose Facility and Public Safety Training Center

PRESENTATION DATE: March 27, 2018

PRESENTATION BY: Scott Hobbs, Director of Engineering

RECOMMENDED MOTION: Not Applicable.

REPORT-IN-BRIEF: The Multi-Purpose Facility is proposed new construction and includes facilities and fields to accommodate a long standing need for training, recreation, athletic, and large indoor events of all kinds in the county. The Sharpsburg Pike property at the rear of the proposed Public Safety Training Center Facility offers potential for maximum use and cost efficiency, however other locations will be equally evaluated.

DISCUSSION: The original Public Safety Training Center budget was \$5,000,000 as proposed in the FY17 Capital Improvement Plan budget; several sites were evaluated and a site of interest at 825 Commonwealth Avenue on a 3/10 acre site with a 36,000 SF building that needed improvements was approximately \$5,000,000. The current and prior designs for the Public Safety Training Center have been developed to maximize training space. The cost for a new 40,000 SF building on approximately 49 acres at 9238 Sharpsburg Pike is now proposed in the FY19 Capital Improvement Plan budget for \$11,500,000. To help offset increased costs for the training center since near inception at 825 Commonwealth Avenue, there have been a variety of facilities proposed for the rear of the Sharpsburg site as part of the planning phase. These included a drone flying area, alternative energy systems, outdoor firing range, commercial transportation instructional driving facility (coordinated by Hagerstown Community College), and the collaborative use of a multi-purpose facility. The proposed multi-purpose facility would support the training needs of emergency services, police, and fire personnel during day time hours throughout the week and allow for use by the community on nights and weekends. In addition to the fields and indoor space, the combined site offers a large paved surface valued by the stakeholders. The paved surface could be reconsidered for a single larger space and designed for extended heavy vehicle training. There has also been discussion about long range plans for a road connection between Sharpsburg Pike and Lappans Road. The ultimate location, funding sources, and programmed space of the facilities will be fully considered and presented for input. Stakeholders have attended design meetings from the early planning stage and staff including the Sheriff and Emergency Services Director are supportive of the plan presented. Design will begin later in 2018 if approved; the budget and schedule will be further defined in the preliminary engineering and design phases.

FISCAL IMPACT: The draft proposed FY19 Capital Improvement Plan budget for the Multi-Purpose Facility is \$7,638,000 (FY19-FY23). The Multi-Purpose Facility includes Program Open Space

funding and will consider other funding sources. The original FY17 Capital Improvement Plan budget for the Public Safety Training Center was \$5,000,000 and the draft proposed FY19 Capital Improvement Plan budget for the Sharpsburg Pike location is \$11,500,000 (FY19-FY26). Funding for the Public Safety Training Center has been increased with projected speed camera funds.

CONCURRENCES: Not Applicable.

ALTERNATIVES: Not Applicable.

ATTACHMENTS: CIP Budget Sheets, Concept Plans

AUDIO/VISUAL NEEDS: Not Applicable.

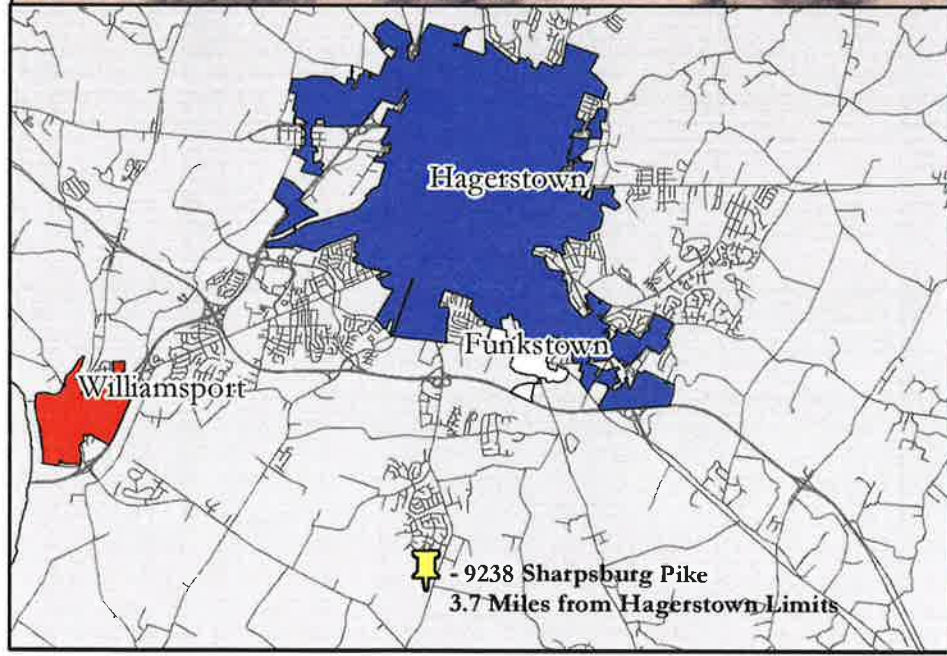
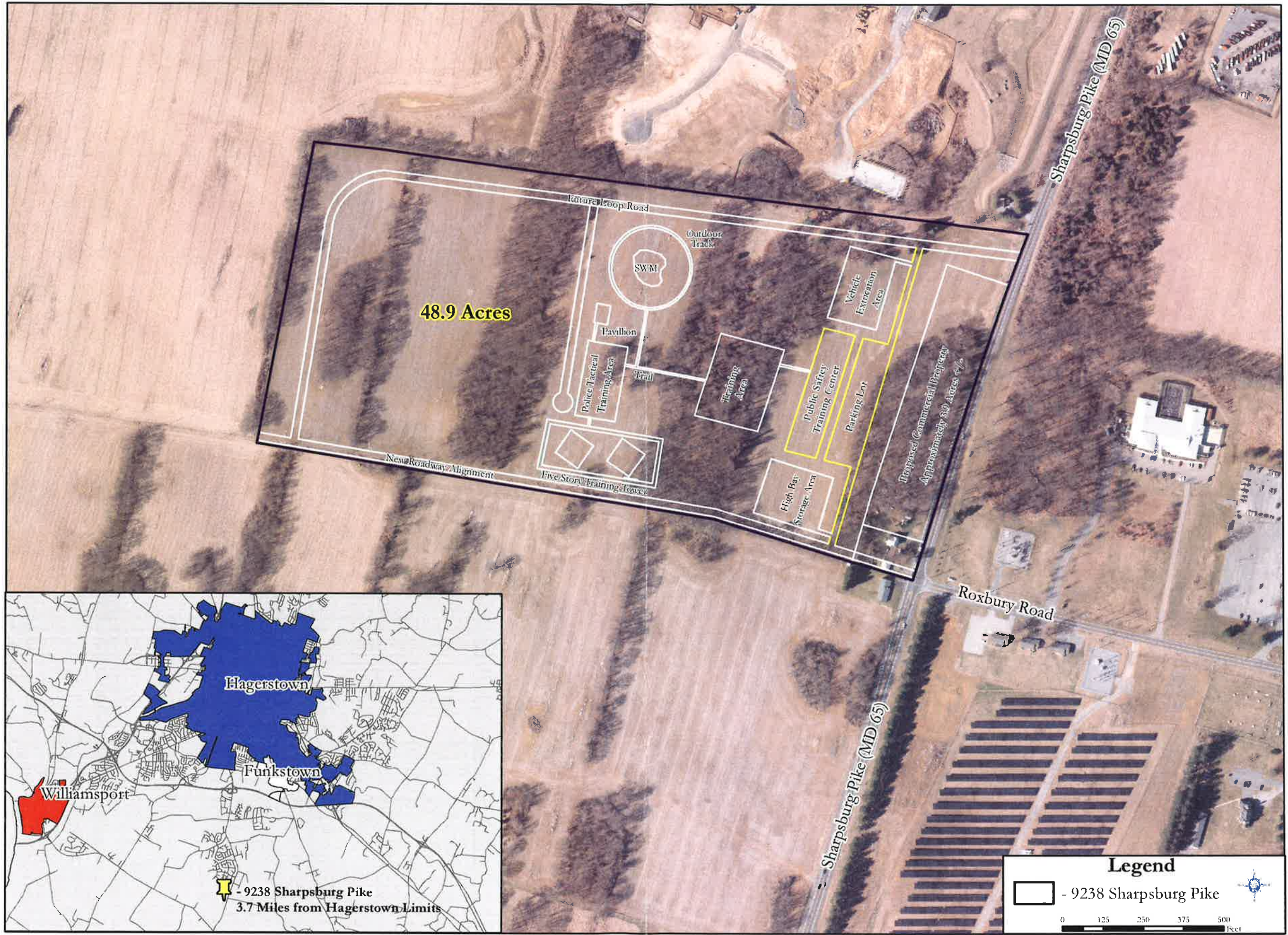
825 Commonwealth Avenue



825 Commonwealth Avenue



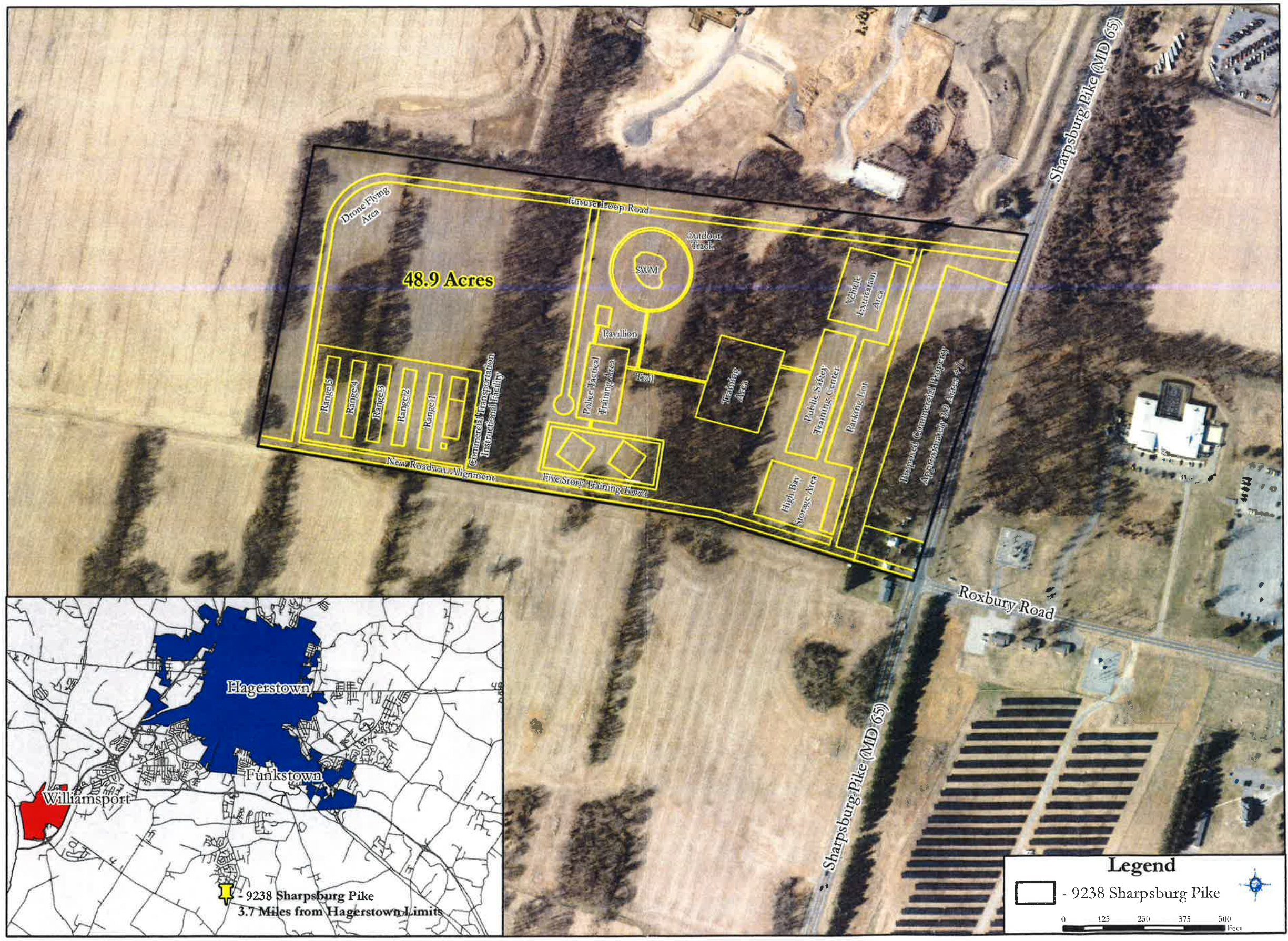
9238 Sharpsburg Pike



Proposed Emergency Services Boulevard Alignments



9238 Sharpsburg Pike



Legend

□ - 9238 Sharpsburg Pike

0 125 250 375 500 Feet

ZONING REQUIREMENTS:
1. ZONING: "RT" - RESIDENTIAL TRANSITION DISTRICT

2. SETBACK REQUIREMENTS:

	FRONT YARD DEPTH	SIDE YARD (WITH EACH SIDE YARD)	REAR YARD DEPTH
OTHER PRINCIPAL PERMITTED OR CONDITIONAL USES	40 ft.	25 ft.	50 ft.

3. BUFFER REQUIREMENTS:

NOT PERMITTED: IMPERVIOUS SURFACES, DUMPSTERS, PARKING OR LOADING AREAS, STORMWATER MANAGEMENT AREAS, OUTDOOR STORAGE AREAS, STRUCTURES, OR OTHER IMPERVIOUS SURFACES.

4. PARKING REQUIREMENTS (TRAINING CENTER BUILDING):

DESIGN STANDARDS: 90 DEGREE PARKING
REGULAR: W = 9', L = 20', AISLE WIDTH = 24' TWO WAY
ADA: W = 8', L = 20' (1 VAN AISLE = 8' WIDE, REGULAR AISLE = 5' WIDE)
PARKING FACILITY SETBACKS:
10' BUFFER FROM ROW, STREET, OR PROPERTY LINE.

5. LANDSCAPING:
MINIMUM PERCENTAGE: 10% OF THE SITE
LANDSCAPE ISLANDS AFTER EVERY 15 PARKING SPACES

ENVIRONMENTAL NOTES:

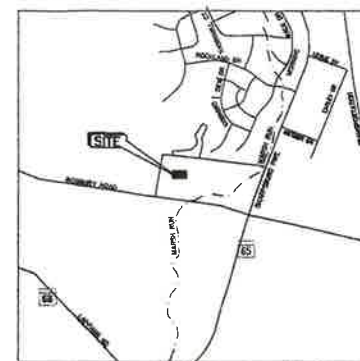
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- THE 100 YEAR FLOODPLAIN IS SOUTH OF LAPPANS ROAD, WHICH IS APPROXIMATELY 4,200' SOUTH OF THE SITE. FEMA PANEL NUMBER 240070 0155 A.
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WATERSHED NOTES:

MDESDIGIT: 021405
MDE6NAME: UPPER POTOMAC RIVER
MDESDIGIT: 02140503
MDE6NAME: MARSH RUN

Legend for Masterplan

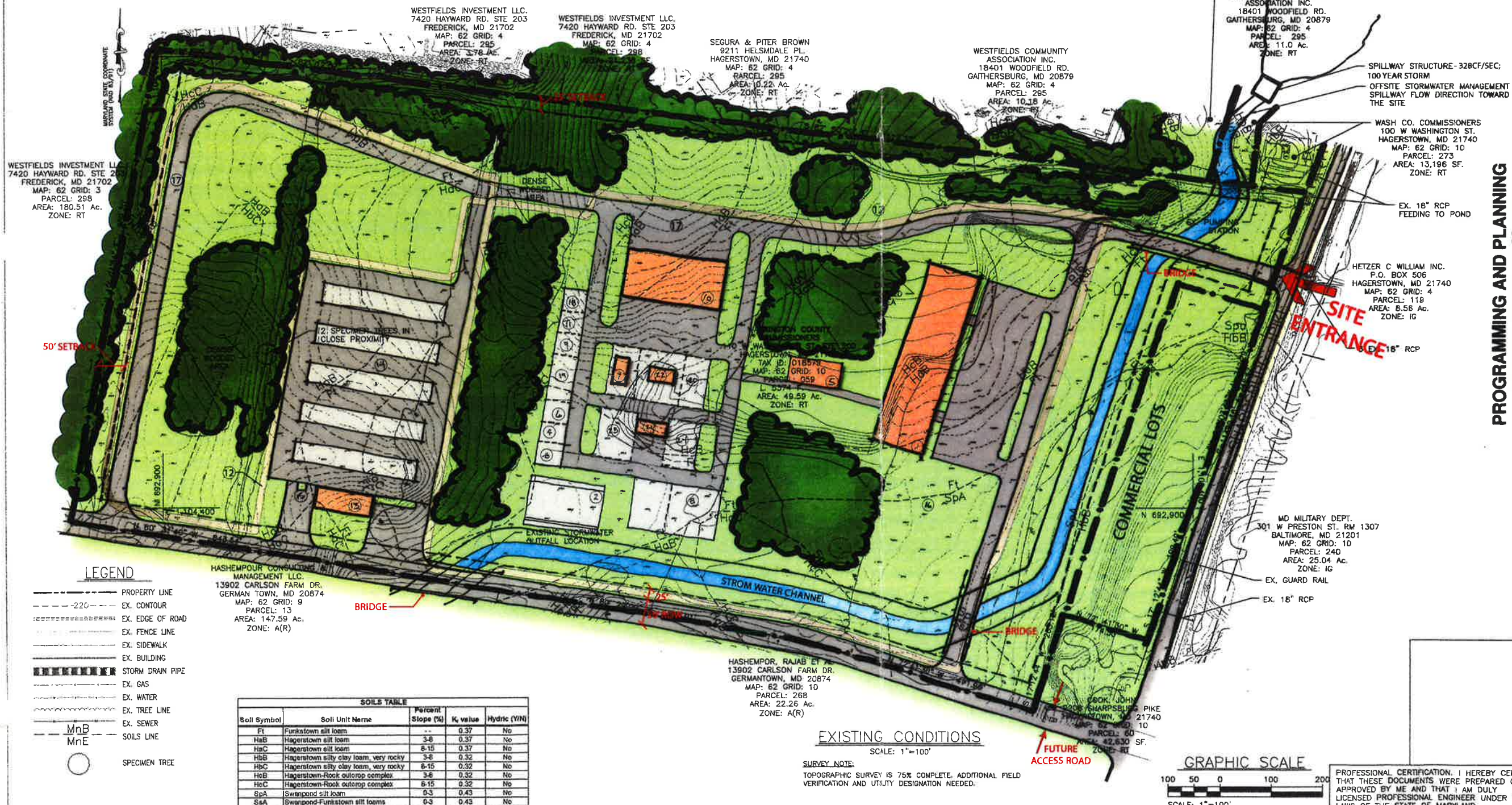
- | | |
|---|--|
| PHASE I | PHASE III |
| 1 Training Center Building | 17 1 Mile Driving Track |
| PHASE II | 18 Pump Pad with Drafting Pit & Self Contained Water System |
| 2 Small Arms Firing Range | 19 Hazardous Materials Training Area |
| 3 Police Tactical Training Area | 20 Structural Collapse Training Area / Rubble Pile |
| 4 Simulation Training Area | 21 5 Story Training Tower w. Standpipe System |
| 5 Canine Agility Training Area | PHASE IV |
| 6 Natural Gas Firefighting Props | 22 Class A&B 2.5 Story Burn Building |
| 7 Instructional Pavilion | 23 Driving Pad |
| 8 Vehicle Exiccation / Fire Training Area | 24 Fire Extinguisher / Flammable Liquids Suppression Training Area |
| 9 Trench Rescue Area | |
| 10 High Bay Storage Building | |
| 11 Confined Space Training Area | |
| 12 1.5 Mile Outdoor Fitness Track | |
| 13 Commercial Transportation Instructional Facility | |
| 14 Commercial Transportation Driving Range | |
| 15 Drydock Loading Dock | |
| 16 Drone Flying Area | |



NOT FOR CONSTRUCTION

REVISIONS

NO.	DATE	DESCRIPTION OF CHANGE



LEGEND

- PROPERTY LINE
- - - - - EX. CONTOUR
- - - - - EX. EDGE OF ROAD
- - - - - EX. FENCE LINE
- - - - - EX. SIDEWALK
- - - - - EX. BUILDING
- ▬▬▬▬▬ STORM DRAIN PIPE
- - - - - EX. GAS
- - - - - EX. WATER
- - - - - EX. TREE LINE
- - - - - EX. SEWER
- MnB SOILS LINE
- MnE SOILS LINE
- SPECIMEN TREE

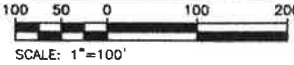
Soil Symbol	Soil Unit Name	Percent Slope (%)	Ks value	Hydric (Y/N)
Ft	Funkstown silt loam	--	0.37	No
HsB	Hagerstown silt loam	3-8	0.37	No
HsC	Hagerstown silt loam	8-15	0.37	No
HsB	Hagerstown silty clay loam, very rocky	3-8	0.32	No
HsC	Hagerstown silty clay loam, very rocky	8-15	0.32	No
HsB	Hagerstown-Rock outcrop complex	3-8	0.32	No
HsC	Hagerstown-Rock outcrop complex	8-15	0.32	No
SpA	Swanpond silt loam	0-3	0.43	No
SsA	Swanpond-Funkstown silt loams	0-3	0.43	No

EXISTING CONDITIONS

SCALE: 1"=100'

SURVEY NOTE:
TOPOGRAPHIC SURVEY IS 75% COMPLETE. ADDITIONAL FIELD VERIFICATION AND UTILITY DESIGNATION NEEDED.

GRAPHIC SCALE



PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME AND THAT I AM DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 33772 EXP. DATE: 06/19/2019

CRABTREE ROHRBAUGH & ASSOCIATES - ARCHITECTS

401 EAST WINDING HILL ROAD
717-458-0272 FAX 717-458-0047

www.cra-architects.com

PROPOSED NEW
WASHINGTON COUNTY PUBLIC SAFETY TRAINING CENTER
WASHINGTON COUNTY BOARD OF COMMISSIONERS
9238 SHARPSBURG PIKE
HAGERSTOWN, MD 21740

CIVIL
KCI TECHNOLOGIES, INC.
11850 W. MARKET PLACE, SUITE A
FULTON, MD 20759
410-792-8086 (P)
410-792-7410 (F)

PROJECT
3089

A1.1

EX. CONDITION

PLAT SCALE: 1:100
FILMNAME:
DATE: 08/18/2017

ZONING REQUIREMENTS:

1. ZONING: "RT" - RESIDENTIAL TRANSITION DISTRICT

2. SETBACK REQUIREMENTS:

	FRONT YARD DEPTH	SIDE YARD (WITH EACH SIDE YARD)	REAR YARD DEPTH
OTHER PRINCIPAL PERMITTED OR CONDITIONAL USES	40 ft.	25 ft.	50 ft.

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Legend for Masterplan

PHASE I

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- Small Arms Firing Range
- Police Tactical Training Area
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- Drone Flying Area

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- 5 Story Training Tower w. Standpipe System

PHASE IV

- Class A&B 2.5 Story Burn Building
- Driving Pad
- Fire Extinguisher / Flammable Liquids Suppression Training Area

SITE

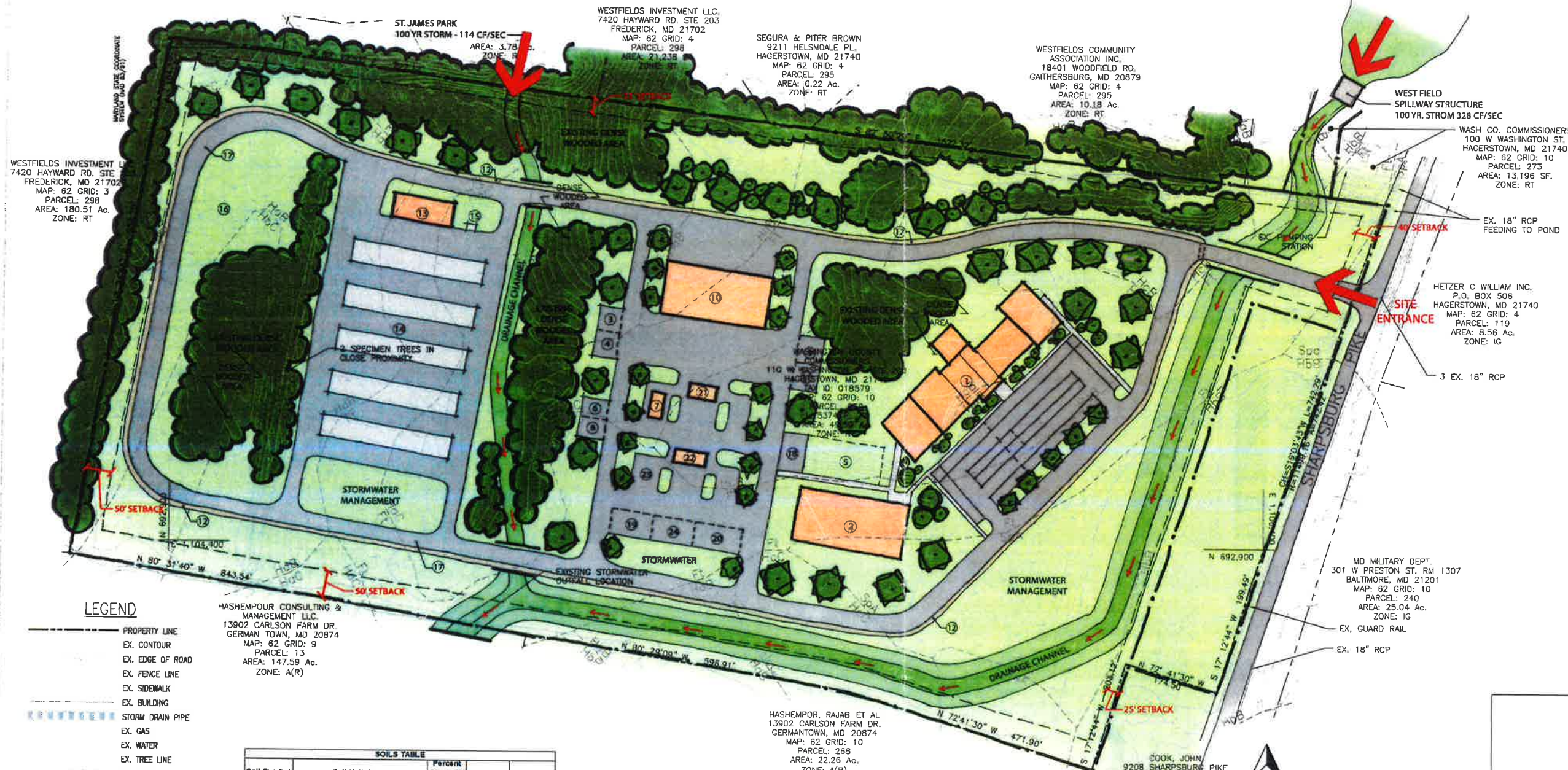
VICINITY MAP

SCALE: 1" = 2000'
 ADCMAP/GRID: xxx

NOT FOR CONSTRUCTION

REVISIONS

NO.	DATE	DESCRIPTION OF CHANGE



LEGEND

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- - - EX. SEWER
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- SPECIMEN TREE

HASHEMPOUR CONSULTING & MANAGEMENT LLC
 13902 CARLSON FARM DR
 GERMAN TOWN, MD 20874
 MAP: 62 GRID: 9
 PARCEL: 13
 AREA: 147.59 Ac.
 ZONE: A(R)

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PROGRAMMING AND PLANNING DESIGN DEVELOPMENT

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PROPOSED NEW
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 WASHINGTON COUNTY BOARD OF COMMISSIONERS
 9228 SHARPSBURG PIKE
 HAGERSTOWN, MD 21740

PROPOSED SITE PLAN

PROJECT 3089

A1.1

SCALE: 1:100
 FILENAME:
 DATE: 08/18/2017

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MDE6DIGIT: 021405
 MDE6NAME: UPPER POTOMAC RIVER
 MDE8DIGIT: 02140503
 MDE8NAME: MARSH RUN

Legend for Masterplan

- PHASE I**
- Training Center Building
- PHASE II**
- Indoor Small Arms Firing Range
 - Police Tactical Training Area
 - Simulation Training Area
 - Canine Agility Training Area
 - Natural Gas Firefighting Props
 - Instructional Pavilion
 - Vehicle Extrication / Fire Training Area
 - Trench Rescue Area
 - High Ray Storage Hauling
 - Confined Space Training Area
 - 1.5 Mile Outdoor Fitness Track
 - Vehicle Instructional Facility
 - Vehicle Driving Range
 - Noi Urad
 - Drone Flying Area
- PHASE III**
- Perimeter Access Drive
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 - Hazardous Materials Training Area
 - Structural Collapse Training Area / Rubble Pile
 - 5 Story Training Tower w. Staircase System
- PHASE IV**
- Class B 2.5 Story Burn Building
 - Driving Pad
 - Fire Extinguisher / Flammable Liquids Suppression Training Area



VICINITY MAP
 SCALE: 1" = 2000'
 ADCMAP/GRID: xxx

NOT FOR CONSTRUCTION

REVISIONS

NO.	DATE	DESCRIPTION OF CHANGE



LEGEND

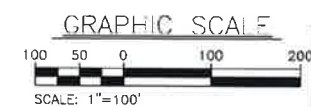
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- EX. GAS
- EX. WATER
- EX. TREE LINE
- EX. SEWER
- SOILS LINE
- SPECIMEN TREE

HASHEMPOUR CONSULTING & MANAGEMENT LLC
 13902 CARLSON FARM DR.
 GERMANTOWN, MD 20874
 MAP: 62 GRID: 9
 PARCEL: 13
 AREA: 147.59 Ac.
 ZONF: A(R)

Soil Symbol	Soil Unit Name	Percent Slope (%)	K _s value	Hydric (Y/N)
Ft	Funkstown silt loam	3-8	0.37	No
Hs3	Hagerstown silt loam	3-8	0.37	No
Hs2	Hagerstown silt loam	3-8	0.37	No
Hs3	Hagerstown silty clay cam. very rocky	3-8	0.32	No
Hs2	Hagerstown silty clay cam. very rocky	3-8	0.32	No
Hs3	Hagerstown-Rock outcrop complex	3-8	0.32	No
Hs2	Hagerstown-Rock outcrop complex	3-8	0.32	No
SpA	Swanpond silt loam	0-3	0.43	No
SsA	Swanpond Funkstown silt loams	0-3	0.43	No

EXISTING CONDITIONS

SCALE: 1"=100'
 SURVEY NOTE:
 TOPOGRAPHIC SURVEY IS 75% COMPLETE. ADDITIONAL FIELD VERIFICATION AND UTILITY DESIGNATION NEEDED.



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PROPOSED NEW
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 WASHINGTON COUNTY BOARD OF COMMISSIONERS
 9238 SHARPSBURG PIKE
 HAGERSTOWN, MD 21740

PROPOSED
 SITE PLAN

PROJECT
 3089

A1.1

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME AND THAT I AM DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 33772 EXP. DATE: 06/19/2019

DATE: 08/18/2017

ZONING REQUIREMENTS:

1. ZONING: "RT" - RESIDENTIAL TRANSITION DISTRICT

2. SETBACK REQUIREMENTS:

	FRONT YARD DEPTH	SIDE YARD (WITH EACH SIDE YARD)	REAR YARD DEPTH
OTHER PRINCIPAL PERMITTED OR CONDITIONAL USES	40 ft.	25 ft.	50 ft.

3. BUFFER REQUIREMENTS:

NOT PERMITTED: IMPERVIOUS SURFACES, DUMPSTERS, PARKING OR LOADING AREAS, STORMWATER MANAGEMENT AREAS, OUTDOOR STORAGE AREAS, STRUCTURES, OR OTHER IMPERVIOUS SURFACES.

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10' BUFFER FROM ROW, STREET, OR PROPERTY LINE.

5. LANDSCAPING:

MINIMUM PERCENTAGE: 10% OF THE SITE
LANDSCAPE ISLANDS AFTER EVERY 15 PARKING SPACES

ENVIRONMENTAL NOTES:

- MDE PERFORMED A SITE REVIEW ON AUGUST 14, 2017 AND CONCLUDED THAT NO JURISDICTIONAL WETLAND OR WATERWAY RESOURCES EXIST ONSITE.
- THE 100 YEAR FLOODPLAIN IS SOUTH OF LAPPANS ROAD, WHICH IS APPROXIMATELY 4,200' SOUTH OF THE SITE. FEMA PANEL NUMBER 240070 0155 A.
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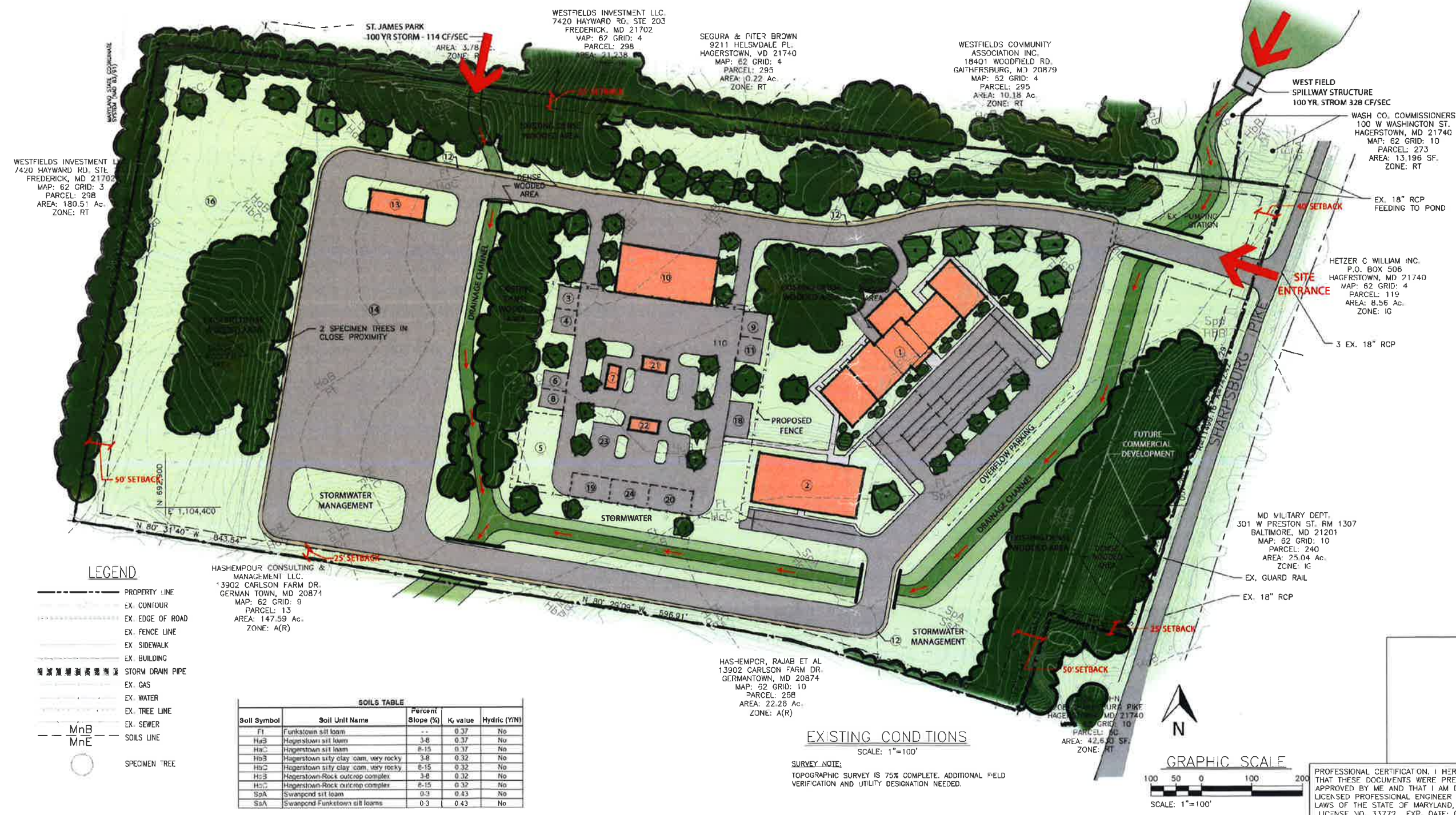
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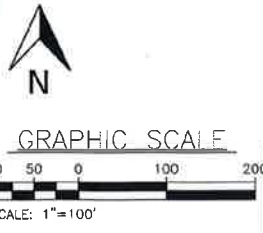
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PROPOSED SITE PLAN

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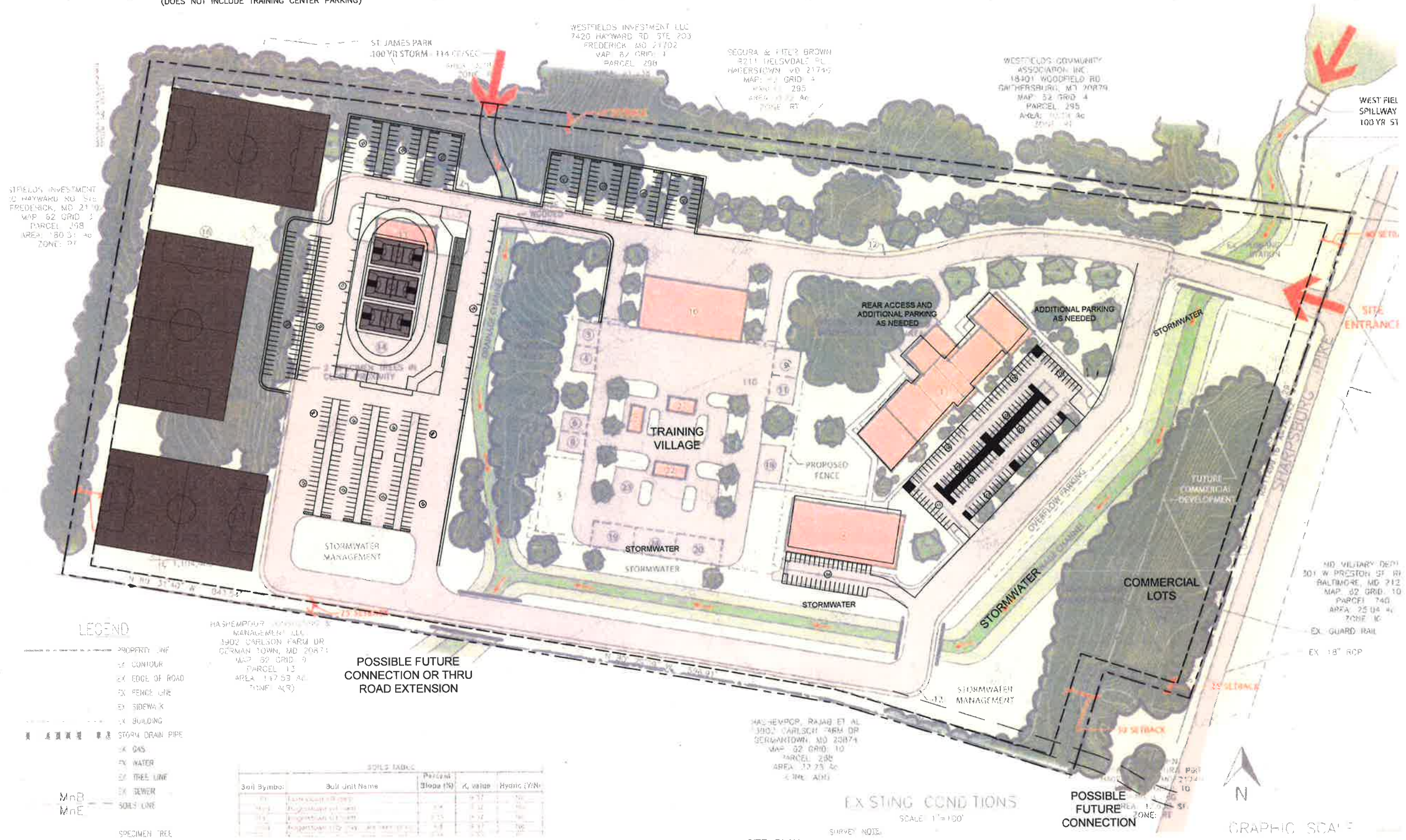
DATE: 08/18/2017

PARKING SPACE REQUIREMENT PER THE WASHINGTON COUNTY ZONING ORDINANCE FOR RECREATIONAL ESTABLISHMENTS SECTION 22.12

INDOOR:
1 PARKING SPACE FOR EVERY 80 SQUARE FEET OF BUILDING

OUTDOOR:
4 SPACES FOR EVERY 1 ACRE OF RECREATION AREA

AVAILABLE PARKING FOR RECREATION AREAS = 412
(DOES NOT INCLUDE TRAINING CENTER PARKING)



SITE PLAN
SCALE: 1"=100'

EXISTING CONDITIONS
SCALE: 1"=100'

POSSIBLE FUTURE CONNECTION

N
GRAPHIC SCALE

STIFELSON INVESTMENT LLC
7420 HAYWARD RD STE 203
FREDERICK, MD 21702
MAP 62 GRID 4
PARCEL 298
AREA 180.51 AC
ZONE: DT

ST JAMES PARK
100 YR STORM - 114 CF/SEC
AREA 2.18 AC
ZONE: RT

WESTFIELDS INVESTMENT LLC
7420 HAYWARD RD STE 203
FREDERICK, MD 21702
MAP 62 GRID 4
PARCEL 298

SEGURA & FITZ BROWN
8211 HELMSDALE PL
HAGERSTOWN, MD 21740
MAP 62 GRID 4
PARCEL 295
AREA 113.2 AC
ZONE: RT

WESTFIELDS COMMUNITY ASSOCIATION, INC.
18301 WOODFIELD RD
GAITHERSBURG, MD 20879
MAP 62 GRID 4
PARCEL 295
AREA 113.18 AC
ZONE: RT

WEST FIEL SPILLWAY
100 YR ST

HASHEMPOUR, RAJAG ET AL
MANAGEMENT LLC
1902 CARLSCH FARM DR
GERMANTOWN, MD 20874
MAP 62 GRID 9
PARCEL 13
AREA 147.53 AC
ZONE: A(R)

POSSIBLE FUTURE CONNECTION OR THRU ROAD EXTENSION

HASHEMPOUR, RAJAG ET AL
1902 CARLSCH FARM DR
GERMANTOWN, MD 20874
MAP 62 GRID 10
PARCEL 288
AREA 112.75 AC
ZONE: A(R)

MD MILITARY DEP
301 W PRESTON ST RT
BALTIMORE, MD 212
MAP 62 GRID 10
PARCEL 740
AREA 25.04 AC
ZONE: IC
EX GUARD RAIL
EX 18" RCP

COMMERCIAL LOTS

STORMWATER

STORMWATER

STORMWATER

STORMWATER

STORMWATER

STORMWATER

STORMWATER

STORMWATER

STORMWATER

STORMWATER

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PHASE III

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PHASE IV

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SITE

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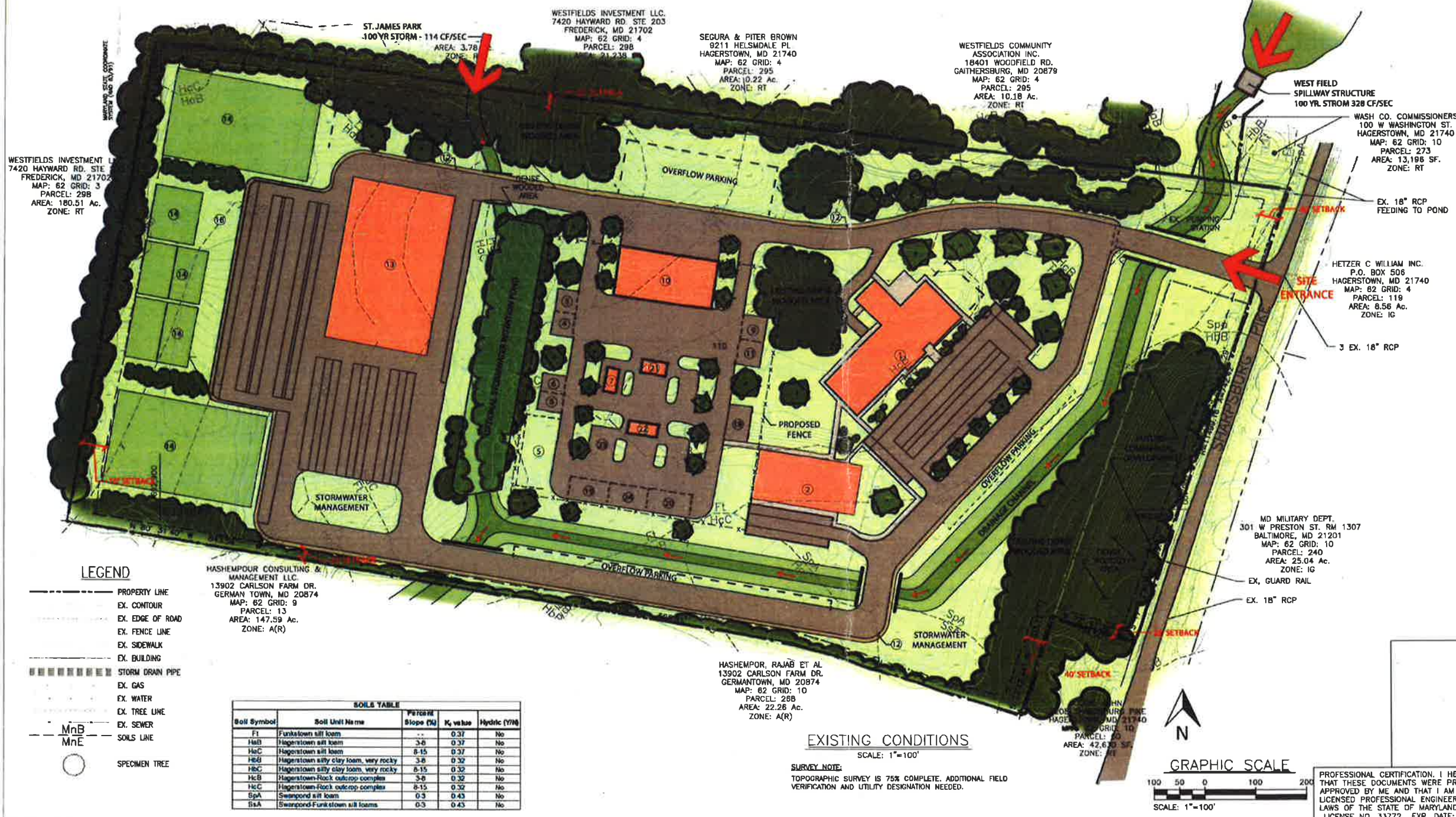
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PROPOSED SITE PLAN

PROJECT 3089

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OPEN SPACE
ROBERT D. BECKLEY
L. 413, F. 447

LAYMAN E. HILDEBRAND
L. 554, F. 545

LEGEND

- SECTION 1 LOTS
76 LOTS RECORDED
- SECTION 2 LOTS
36 LOTS RECORDED
- SECTION 3 LOTS
184 LOTS RECORDED
- SECTION 4A - 50 UNRECORDED LOTS TO BE REPLATTED
ORIGINAL APPROVED SECTION 4B: 47 RECORDED LOTS
ORIGINAL APPROVED SECTION 4C: 20 RECORDED LOTS
- SECTION 5 LOTS
69 LOTS RECORDED
- SECTION 6 LOTS
23 LOTS RECORDED
71 LOTS REMAINING TO BE RECORDED
- SECTION 7 LOTS
126 LOTS REMAINING TO BE RECORDED
- SECTION 8 LOTS
71 LOTS REMAINING TO BE RECORDED
- OPEN SPACE
- RETAINED FOREST
- PLANTED FOREST
- STORMWATER POND
- SCHOOL SITE
- PROPOSED DAY CARE CENTER



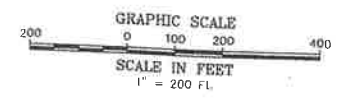
ORIGINAL TOTAL NUMBER OF LOTS - 773 LOTS
REVISED TOTAL NUMBER OF LOTS - 773 LOTS

SITE DATA

TOTAL SITE AREA	443.03 ACRES
ROAD R.O.W. AREA	53.5 ACRES
FUTURE DEDICATED R.O.W.	1.02 ACRES
S.W.M. AREA	18.72 ACRES
NET SITE AREA	370.0 ACRES
TOTAL NUMBER OF UNITS	773
FAMILY UNITS	
GROSS DENSITY	1.7 UNITS/ACRE
NET DENSITY	2.1 UNITS/ACRE
OPEN SPACE AREA	135.05 ACRES
RETAINED FOREST AREA	35.58 ACRES
PLANTED FOREST AREA	41.2 ACRES
TOTAL ON-SITE FOREST	76.76 ACRES

SYMBOL LEGEND

- DU SINGLE FAMILY SEMI-DETACHED UNITS
SINGLE FAMILY UNITS 46
MINIMUM LOT AREA 5,600 SQ. FT.
TYPICAL LOT DIMENSIONS: 40' X 140'
PROPOSED BUILDING SETBACKS: FRONT 25', SIDE 8', REAR 40'
- S55 SINGLE FAMILY 65' WIDE UNITS
SINGLE FAMILY UNITS 114
MINIMUM LOT AREA 7,700 SQ. FT.
TYPICAL LOT DIMENSIONS: 55' X 140'
PROPOSED BUILDING SETBACKS: FRONT 25', SIDE 6', REAR 40'
- S65 SINGLE FAMILY 65' WIDE UNITS
SINGLE FAMILY UNITS 167
MINIMUM LOT AREA 7,962 SQ. FT.
TYPICAL LOT DIMENSIONS: 65' X 130'
PROPOSED BUILDING SETBACKS: FRONT 25', SIDE 8', REAR 40'
- S80 SINGLE FAMILY 80' WIDE UNITS
SINGLE FAMILY UNITS 400
MINIMUM LOT AREA 10,400 SQ. FT.
TYPICAL LOT DIMENSIONS: 80' X 140'
PROPOSED BUILDING SETBACKS: FRONT 30', SIDE 8', REAR 40'
- S100 SINGLE FAMILY 100' WIDE UNITS
SINGLE FAMILY UNITS 46
MINIMUM LOT AREA 13,000 SQ. FT.
TYPICAL LOT DIMENSIONS: 100' X 140'
PROPOSED BUILDING SETBACKS: FRONT 30', SIDE 10', REAR 40'





Agenda Report Form

Open Session Item

SUBJECT: FY2019 Solid Waste Budget and Proposed Fee's

PRESENTATION DATE: Tuesday, March 27, 2018

PRESENTATION BY: David A. Mason, P.E., Deputy Director Department of Solid Waste and Watershed Programs

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: The FY2019 Solid Waste budget overview and proposed fee increases will be presented.

DISCUSSION: Solid Waste revenue requirements show that an increase in Solid Waste revenue is necessary to support the Fund.

A Consensus is needed from the Board to move forward to Public Hearing.

FISCAL IMPACT: The change in fees will increase revenue in total by \$439,920. The total budget increased by \$1.1M or 16.44%. Major contributions to this increase were closure/post closure costs and debt service costs. The demands of the fund require an increase in fees to support the expenditures. The last rate increase occurred 2012.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Budget summary and Proposed Schedule of Fee's for FY2019

AUDIO/VISUAL NEEDS: N/A

Washington County, Maryland
Solid Waste Fund Operating Budget
Detailed Summary
Fiscal Year 2019

Page	Category by Function	Requested	Adjustment	FY 2019 Proposed Budget	\$ Change	Note	% Change	Budget FY 2018
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Landfill Fees:

17-3	Permit Fees	957,700	0	957,700	67,300		7.56%	890,400
17-3	Licensing Fee - Comm Haulers	1,140	0	1,140	0		0.00%	1,140
17-3	Tipping Fees - 40 West	5,605,440	0	5,605,440	372,620		7.12%	5,232,820
17-3	Mulch/Compost Taxable	41,000	0	41,000	6,000		17.14%	35,000
17-3	Mulch/Compost Non Taxable	500	0	500	(800)		-61.54%	1,300
		6,605,780	0	6,605,780	445,120	1	7.23%	6,160,660

1 Landfill Fees:

- Projected increase in waste stream based on current trends plus an increase in rates

Other Revenues:

17-3	Interest, Penalties & Fees	0	0	0	(2,000)		-100.00%	2,000
17-3	Miscellaneous	155,000	0	155,000	40,000		34.78%	115,000
17-3	General Fund Appropriation	961,700	0	961,700	488,070	2	103.05%	473,630
17-3	Recycling Fees	40,000	0	40,000	0		0.00%	40,000
17-3	Fund Balance Reserve	359,230	0	359,230	175,690	2	95.72%	183,540
		1,515,930	0	1,515,930	701,760		86.19%	814,170

2 GF Appropriation/Fund Balance Reserve:

- Used to fund closed sites that are not generating revenue plus to stabilize rates based on debt service schedule.

Total Revenues	8,121,710	0	8,121,710	1,146,880	16.44%	6,974,830
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17-5	General Operations	3,659,040	0	3,659,040	491,920		15.53%	3,167,120
17-10	Forty West Landfill	2,929,050	0	2,929,050	583,690		24.89%	2,345,360
17-14	Composting	150,370	0	150,370	7,050		4.92%	143,320
17-16	Resh Landfill	205,150	0	205,150	4,850		2.42%	200,300
17-18	Rubble Landfill	117,064	0	117,064	(1,996)		-1.68%	119,060
17-20	Old City/County Landfill	220,366	0	220,366	20,296		10.14%	200,070
17-22	Hancock	5,700	0	5,700	(2,900)		-33.72%	8,600
17-23	Transfer Stations	563,260	0	563,260	23,410		4.34%	539,850
17-25	Recycling Operations	271,710	0	271,710	20,560		8.19%	251,150

Total Expenses	8,121,710	0	8,121,710	1,146,880	3	16.44%	6,974,830
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3 Total Expenses:

- Increase due to debt service schedule, COLA increase and closure/postclosure costs.

Category Summary:

Salaries and Benefits	2,289,030	0	2,289,030	58,700		2.63%	2,230,330
Operating	5,832,680	0	5,832,680	1,088,180		22.94%	4,744,500
Capital Outlay	0	0	0	0		0.00%	0
	8,121,710	0	8,121,710	1,146,880		16.44%	6,974,830

Department of Solid Waste
Proposed Fee Increases

Permit Fees				
Rate	2018 Rate	2019 Rate	Difference	Comment
Citizen	\$ 130.00	\$ 140.00	\$ 10.00	
Citizen - Half Price	\$ 65.00	\$ 70.00	\$ 5.00	
Senior Citizen	\$ 95.00	\$ 95.00	\$ -	
Disabled Veterans	\$ 95.00	\$ 95.00	\$ -	
Second Permit, Same Owner	\$ 65.00	\$ 70.00	\$ 5.00	
Yard Permit - Add on	\$ 15.00	\$ 20.00	\$ 5.00	
Yard Permit - Stand Alone	\$ -	\$ 50.00	\$ 50.00	
Recycling Permit	\$ 36.00	\$ 36.00	\$ -	

Tipping Fees				
Rate (Tons)	2018 Rate	2019 Rate	Difference	Comment
Municipal Solid Waste	\$ 52.00	\$ 55.00	\$ 3.00	
Yard Debris	\$ 63.00	\$ 63.00	\$ -	
Domestic/Industrial Sludge	\$ 60.00	\$ 60.00	\$ -	
Rubble/ Building Debris	\$ 75.00	\$ 75.00	\$ -	
High Volume/Low Weight	\$ 120.00	\$ 120.00	\$ -	
Tires (Auto & Light Truck, less than 6) - EACH	\$ 3.00	\$ 5.00	\$ 2.00	Increase in tire rates are required to cover the most recent bid for Tire Removal of \$200/ton, prior rate was \$100/ton
Tires (Less than 22" rim size)	\$ 162.00	\$ 250.00	\$ 88.00	
Tires (Equipment)	\$ 250.00	\$ 350.00	\$ 100.00	
Appliances Containing Freon	\$ 5.00	\$ 5.00	\$ -	
Dirt (Clean Fill)	\$ -	\$ 20.00	\$ 20.00	
Recycling	\$ -	\$ 52.00	\$ 52.00	Currently only permit holders can recycle, this will provide an alternative to the Recycling Permit Program
Mattresses - EACH	\$ -	\$ 10.00	\$ 10.00	
Animal Carcasses	\$ -	\$ 200.00	\$ 200.00	
Minimum Tipping Fee	\$ 10.00	\$ 15.00	\$ 5.00	

Washington County, Maryland
Proposed New or Increase Fee Form
FY 2019

Account Number: 421035

Department Name: Solid Waste Fund - Revenues

Account Description: Tipping Fees

Fee Category	Brief Description of Fee or Service	Fee FY2017	Fee FY2018	Proposed Fee FY2019	Change	Total Projected Change in Revenue	Justification
	Refuse (per ton)	\$ 52.00	\$ 52.00	\$ 55.00	\$ 3.00	\$ 156,000.00	Increase fee to reduce Budget Deficit
	Tires, Small (per ton)	\$ 162.00	\$ 162.00	\$ 250.00	\$ 88.00	\$ 6,160.00	The bid in FY16 for removal of scrap tires from the site was \$55/ton, the rate increased to \$100/ton when the contract was renewed in at the start of FY18. The contract was bid in FY18 with the low bid of \$200/ton. The increase in fees is to cover the cost of the scrap tire program with the current bid prices.
	Tires, Individual (per Each)	\$ 3.00	\$ 3.00	\$ 5.00	\$ 2.00	\$ 5,000.00	The bid in FY16 for removal of scrap tires from the site was \$55/ton, the rate increased to \$100/ton when the contract was renewed in at the start of FY18. The contract was bid in FY18 with the low bid of \$200/ton. The increase in fees is to cover the cost of the scrap tire program with the current bid prices.
	Tires, Large (per ton)	\$ 250.00	\$ 250.00	\$ 350.00	\$ 100.00	\$ 1,000.00	The bid in FY16 for removal of scrap tires from the site was \$55/ton, the rate increased to \$100/ton when the contract was renewed in at the start of FY18. The contract was bid in FY18 with the low bid of \$200/ton. The increase in fees is to cover the cost of the scrap tire program with the current bid prices.
	Dirt (per ton)	\$ -	\$ -	\$ 20.00	\$ 20.00	\$ 15,000.00	Create a Tipping fee that allows a contractor to bring clean fill into the landfill at \$20/ton versus at the rubble rate of \$75/ton. This will also help with the need for cover material over the life of the landfill.
	Recycling (per ton)	\$ -	\$ -	\$ 52.00	\$ 52.00	\$ 10,400.00	Create a tipping fee to allow recyclables to be accepted without a permit.
	Mattresses (per each)	\$ -	\$ -	\$ 10.00	\$ 10.00	\$ 35,000.00	Create a fee for individual mattresses and box springs at \$10 each.
	Carcasses (per ton)	\$ -	\$ -	\$ 200.00	\$ 200.00	\$ 4,800.00	Create a tipping fees for animal carcasses at \$200/ton.
	Minimum Fee	\$ 10.00	\$ 10.00	\$ 15.00	\$ 5.00	\$ 139,000.00	Increase the Minimum disposal Fee.

\$372,360

Washington County, Maryland
 Proposed New or Increase Fee Form
 FY 2019

Account Number: 421000

Department Name: Solid Waste Fund - Revenues

Account Description: Permit Fees

Fee Category	Brief Description of Fee or Service	Fee FY2017	Fee FY2018	Proposed Fee FY2019	Change	Total Projected Change in Revenue	Justification
	Regular Residential Permit	\$ 130.00	\$ 130.00	\$ 140.00	\$ 10.00	\$ 32,000.00	Increase fee to reduce Budget Deficit
	2nd Permit Same Residence	\$ 65.00	\$ 65.00	\$ 70.00	\$ 5.00	\$ 200.00	Increase fee to reduce Budget Deficit
	Regular Half Price	\$ 65.00	\$ 65.00	\$ 70.00	\$ 5.00	\$ 600.00	Increase fee to reduce Budget Deficit
	Yard Waste Permit, individual	\$ -	\$ -	\$ 50.00	\$ 50.00	\$ 35,000.00	Increase fee to reduce Budget Deficit
	Yard Waste Permit, Add-on	\$ 15.00	\$ 15.00	\$ 20.00	\$ 5.00	\$ 10,000.00	Increase fee to reduce Budget Deficit

\$77,800