



**BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY, MARYLAND**

Open Session Minutes

March 26, 2019

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

A moment of silence was observed, followed by the Pledge of Allegiance to the Flag by the full assemblage.

CALL TO ORDER

President Jeffrey A. Cline called the regular meeting of the Board of County Commissioners of Washington County, Maryland, to order at 8:05 a.m. at 100 West Washington Street, Room 1113, Hagerstown, Maryland, with the following members present: Commissioners Cort F. Meinelschmidt, and Randall E. Wagner. Vice-President Baker and Commissioner Keefer were absent.

CONVENE IN CLOSED SESSION

Commissioner Wagner, seconded by Commissioner Meinelschmidt moved to convene in closed session at 8:06 a.m. to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; and to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; in accordance with Section 3-305(b)(1) and (4) of the General Provisions Article of the Annotated Code of Maryland. The motion passed 3-0 (Vice-President Baker and Commissioner Keefer were absent).

Commissioner Keefer joined the meeting at 8:13 a.m.

Vice-President Baker joined the meeting at 8:16 a.m.

In closed session, the Commissioners discussed personnel matters, including disciplinary, performance, and resignation matters. The Board provided staff direction in regards thereto. The Board also heard updates regarding proposals for several business organizations to locate in the State and County.

Present during closed session were Commissioners Jeffrey A. Cline, Terry L. Baker, Wayne K. Keefer, Cort F. Meinelschmidt, and Randall E. Wagner. Also present were Robert J. Slocum, County Administrator; Krista L. Hart, County Clerk; Kirk C. Downey, County Attorney; Kendall McPeak, Deputy County Attorney; and at various times, Deb Peyton, Director, Health and Human Services; Tom Brown, Assistant Director, Emergency Management; and Susan Small, Director, Business Development.

RECONVENE IN OPEN SESSION

Commissioner Wagner, seconded by Commissioner Baker, moved to reconvene in open session at 9:16 a.m. The motion passed unanimously.

The Commissioners recessed at 9:16 a.m. and returned to the meeting at 10:01 a.m.

APPROVAL OF MINUTES

Commissioner Wagner, seconded by Commissioner Keefer, moved to approve the minutes from March 19, 2019. The motion passed unanimously.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Keefer shared that in 2018, he served on the School Safety Committee, which met to discuss the school safety and then ceased. He was pleased to share that the Committee has been reestablished and he attended its recent meeting with Commissioner Meinelschmidt. He also shared citizen concern for the Community Center at Cascade being a part of the Master Developers Agreement and possibly being sold. Kirk Downey, County Attorney stated that it is the County's intent to subdivide the Community Center from the remainder of the property and for it to remain as a stand-alone property and will continue to operate as a Community Center; process is ongoing with the Planning Commission. Vice-President Baker asked if the parade grounds could be omitted from the sale and included with the Community Center for operation. Mr. Downey stated that the County could consider that approach if it deemed it desirable.

Commissioner Wagner shared that he agrees with Commissioner Keefer regarding the Community Center, however, he would not like to complicate a potential sale with discussion of the parade grounds. He attended the MML meeting with Commissioner Cline on Monday evening at the Gourmet Goat, sharing that he appreciates the relationships being formed with the City of Hagerstown. Also, he noted that he participates in the Airport Advisory Board Committee and stated that the Hagerstown Airport is a great asset to the community.

President Cline attended the breakfast hosted by the Boonsboro Fire Department on Saturday. MML. He shared his sympathy for the family of Nelson Deal, who passed away Saturday. President Cline stated that Mr. Deal was a well-known influence in the community and a great participant in community events in and around Williamsport; he will be missed.

REPORTS FROM COUNTY STAFF

Office of Grant Management – Hotel Rental Grant Award

Stephanie Lapole, Senior Grant Manager, advised the Commissioners of a funding request to be granted from the Hotel Rental Tax Fund that meets all the criteria considered for such funding. Operating expenses of \$3,000 will be awarded to fund the 8th Maryland Annual Film Festival, Maryland Theatre, March 29th through March 31st with Governor Hogan receiving the Mendez award at 7:00 p.m.

Division of Emergency Services

Dave Hays, Director, shared that the SAFER Grant has been successfully submitted in the amount of \$2,328,700,00. He also shared that additional work is underway regarding the staffing issues with EMS.

Division of Public Works

Andrew Eshleman, Director, thanked Ed Plank, Director of Highways; and Daryl Whittington, Director of Black Rock Golf Course, for their years of service and wished them well in their upcoming retirement. Commissioners thanked Mr. Whittington and Mr. Plank for their service.

County Administrator

Rob Slocum shared that prospects and leads are underway for potential business relocation and expansion in Washington County. He thanked the team in Business Development for the relationships formed with the potential prospects. He also shared that the Budget and Finance team has been working diligently to produce a balanced budget. He thanked the Commissioners for supporting the submission of the SAFER grant.

CITIZENS' PARTICIPATION

Russ Weaver, 234 W Main Street, Sharpsburg, Maryland, discussed the debt forgiven to the Town of Williamsport by Washington County. He also discussed deficiency in the budget, to include rate increases. He asked that the County allow him use of the model for the County budget.

PRESENTATION OF PROCLAMATION RECOGNIZING MARCH AS SOCIAL WORK MONTH

Commissioner Keefer presented a proclamation to Michael Piercy, Director of Social Services, in recognition of Social Work Month. Mr. Piercy thanked the Commissioners for the support over the years.

YOUTH MERITORIOUS AWARD PRESENTATION

The Commissioners presented a certificate of merit to a student selected by the Washington County Office of Grant Management (OGM) for his scholastic achievement, leadership qualities, community service performed or other positive contribution to his school or community. Trenton Spencer from Boonsboro Elementary School received the March 2019 Youth Meritorious Award and was given a Washington County lapel pin from the Commissioners and a \$100 Visa gift card from the OGM. The Commissioners commended Trenton for his achievement and his family for their support.

PRESENTATION OF PROCLAMATION RECOGNIZING MARCH AS MARYLAND WINE MONTH

Commissioner Meinelschmidt presented a proclamation to Red Heifer Winery and Knob Hall Winery in celebration of Maryland Wine Month.

OFFICE OF PROBLEM-SOLVING COURTS DISCRETIONARY GRANT – APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING

Allison Hartshorn, Grant Manager, Office of Grant Management, and Eunice Plank, Circuit Court Administrator, requested approval for the submission of a \$303,829.20 application for the Fiscal Year 2020 Office of Problem-Solving Courts Discretionary Grant. The Grant would assist with the operational expenses and ancillary services of the Juvenile Drug Court Program. Ms. Hartshorn shared that the funds would be used to implement an Adult Drug Court Program which is currently in the planning phase with an anticipated operation start date of April 2019.

Commissioner Meinelschmidt, seconded by Commissioner Baker, moved to approve the submission of the Fiscal Year 2020 Office of Problem-Solving Courts Discretionary Grant application of \$303,829.20 and to accept the funding as awarded. The motion passed unanimously.

The Commissioners thanked Eunice Plank for her service with the Washington County Circuit Court System. Ms. Plank introduced her predecessor, Kristin Grossnickle.

ASSET LIMITED, INCOME CONSTRAINED, EMPLOYED (ALICE)

Guinn Rogers, President and Chief Executive Officer, United Way of Washington County, explained that ALICE is a United Way acronym which stands for Asset Limited, Income Constrained, Employed. He brought forth information on the United Way ALICE Project, which would provide framework, language, and tools to measure and understand the struggles of the growing number of ALICE households in the community.

CONTRACT AWARDS (PUR-1404) – GROUP HEALTH INSURANCE: MEDICAL, PRESCRIPTION, CARE MANAGEMENT/WELLNESS, DENTAL, VISION COVERAGE

Deb Peyton, Director, Health and Human Services; Rick Curry, Director, Purchasing Department; Beckie Lewis, Steve Dillman, and Liz Logsdon, with the County's Consultant, CBIZ Benefits and Insurance Services, Inc., to present the recommendation for County employee medical, prescription, care management/wellness, dental, and vision coverage (PUR-1404). Ms. Lewis provided details of the proposers and the process taken to arrive at the following recommendations for the services: Aetna Life Insurance Company, Hartford, Connecticut – Medical/Care Management/Wellness Coverage; Employers Health/CVS Caremark, Canton, Ohio – Prescription Drug Coverage; Delta Dental of Pennsylvania (incumbent), Mechanicsburg, Pennsylvania – Dental Coverage; and UnitedHealthcare (incumbent), Hartford, Connecticut – Vision Coverage, as unanimously recommended by the Coordinating Committee. The preliminary projected amount budgeted in Fiscal Year 2020 is \$15,740,280.

Rob Slocum shared that the County has seen an increase in medical claims due to emergency room visits by subscribers. Sara Greaves, Chief Financial Officer, stated that employees are also using the emergency room rather than urgent care facilities, creating additional costs to the County. Commissioner Keefer asked if Health and Human Services could provide County staff with information on their services, in attempts to reduce the number of claims arising from emergency room visits.

Commissioner Baker, seconded by Commissioner Keefer, moved to award County employee health insurance coverage contracts to the responsive, responsible proposers as presented. The motion passed unanimously.

Commissioner Baker left the meeting at 11:14 a.m. and returned to the meeting at 11:16 a.m.

CONTRACT AWARD (PUR-1413) – INVESTMENT SERVICES FOR THE “DEFINED BENEFITS RETIREMENT PLAN FOR THE EMPLOYEES OF WASHINGTON COUNTY” AND THE “LENGTH OF SERVICE AWARDS PROGRAM” (LOSAP) FOR THE WASHINGTON COUNTY EMERGENCY SERVICES VOLUNTEERS

Ms. Peyton, Mr. Curry, and Alton Fryer, Committee Facilitator with the County's Contracted Provider for Record-Keeping/Actuarial Services, recommended award of the contract for the LOSAP, PUR-1413 to the responsive, responsible proposer, Marquette Associates, Inc., Chicago, Illinois with the lowest fee schedule as indicated in its proposal, based on 12.5 basis points on assets of \$150 million for the annual lump sum contract price of \$187,500; totaling \$937,500 over five (5) years. Mr. Curry explained that the contract would be for a period of one (1) year, with an option by the County to renew for up to four (4) additional consecutive one (1) year periods.

Additionally, it was shared that the fee schedule of Marquette Associates, Inc. covers all client expenses and charges; meaning there would be no additional fee or expense outside of the scope contained in the Request for Proposals (RFP). In the unusual circumstance where there would be a request for services outside the RFP scope, additional fees, if any, would be negotiable. Mr. Fryer shared he fully supports the selection of Marquette Associates, Inc.

Commissioner Meinelschmidt, seconded by Commissioner Wagner, moved to award Contract PUR-1413 to the responsive, responsible proposer, Marquette Associates, Inc., Chicago, Illinois, as an annual lump sum contract price of \$187,500; totaling \$937,500 over five (5) years. The motion passed unanimously.

RECESS

The Commissioners recessed at 11:19 a.m.

WASHINGTON COUNTY FREE LIBRARY BUDGET PRESENTATION

The Commissioners attended a luncheon and budget presentation with Board of Trustee members and staff of the Washington County Free Library, 100 South Potomac Street, Hagerstown.

Executive Director, Mary Baykan, presented information on the many ways that citizens can access their local libraries in person and online. The library also hosts many educational programs for all ages and supports workforce development. Ms. Baykan presented a request for an increase in funding of \$118,770 for Fiscal Year 2020. The request would partially provide a staff pay raise, a safety officer for the library, and utilities for the Hancock Branch.

AFTERNOON SESSION

President Jeffrey A. Cline called the afternoon session to order at 2:02 p.m. at 100 West Washington Street, Suite 1113, with the following members present: Vice President Terry L. Baker and Commissioners Wayne K. Keefer, Cort F. Meinelschmidt and Randall E. Wagner.

APPROVAL OF REVISED BY-LAWS FOR THE EMERGENCY SERVICES ADVISORY COUNCIL (ESAC)

Dave Hays, Director of Emergency Services, presented on behalf of the ESAC for approval, the revised by-laws for the ESAC. Mr. Hays discussed several changes to the by-laws, to include the appointment of individual members by each Commissioner, the exception that a member may serve more than two (2) consecutive terms, and proposed schedule/discussion updates.

Commissioner Meinelschmidt proposed that the membership of the ESAC include an active Chief position. Further, the Commissioners discussed incorporating that position as one of the Washington County Volunteer Firefighter Association (WCVFA) positions.

Commissioners reached a consensus to present the proposed changes to the ESAC and the WCVFRA and return to the Board at a future meeting for consideration.

HOTEL RENTAL TAX FUNDING REQUEST – HAGERSTOWN/WASHINGTON COUNTY CONVENTION CENTER VISITORS BUREAU (CVB)

Susan Buchanan, Director, Office of Grant Management, and Dan Spedden, President, Hagerstown/Washington County CVB, presented a request in the amount of \$65,000 for Hotel Rental Tax funding toward direct expenses associated with the USA Cycling Amateur Road

National Championships to be held June 20-23, 2019. Mr. Spedden stated that the event budget is \$180,040; of that, \$76,290 would be provided by the CVB, and \$38,750 secured from the Maryland Sports Commission and local and national sponsors.

Commissioner Baker asked if a resolution had been found regarding a previous employee or if that had been settled, he reminded staff of previous discussion held regarding this matter. Mr. Spedden stated that the matter is in the hands of legal counsel. Commissioners held discussion regarding request and agreed to a five (5) minute recess.

RECESS

Commissioner Meinelschmidt, seconded by Commissioner Wagner, moved to recess at 2:31 p.m.

RECONVENE INTO OPEN SESSION

Commissioners reconvened at 2:35 p.m.

HOTEL RENTAL TAX FUNDING REQUEST – CVB (Continued)

Commissioner Meinelschmidt, seconded by Commissioner Wagner, moved to approve the request for Hotel Rental Tax Funding in the amount of \$65,000, as presented. The motion passed 4-1 (Commissioner Baker voted “NAY”).

ADOPTION OF HEALTH ADVISORY COMMISSION BY-LAWS

Susan Small, Director, Business Development, requested approval of the Health Advisory Commission by-laws. Ms. Small explained that the former Economic Development Commission (EDC) had been previously charged with reinstating the Health Advisory Board, which initiated the need for an update to the by-laws.

Commissioner Keefer shared that he could see a benefit to adding a Citizen-at-Large member and less construction members.

Commissioner Wagner, seconded by Commissioner Meinelschmidt, moved to approve the adoption of the Health Advisory Commission by-laws as presented. The motion passed unanimously.

HIGHWAY DEPARTMENT ORGANIZATION PLAN

Andrew Eshleman, Director of Public Works, and Ed Plank, Highways Director, requested approval of organization adjustments within the Highway Department; as previously discussed during the March 19th open session of the Board of County Commissioners meeting. Mr. Eshleman reminded the Commissioners that the proposed plan would support the new Highway Director and elevate a minimum of two (2) and up to three (3) existing Highway personnel to promote operational efficiencies within the department.

Commissioner Cline shared that he would be in support of allowing a newly hired Deputy Director to be a part of the restructure process by choosing the proposed Supervisor of Highway Operations employee.

Commissioner Meinelschmidt moved to approve the new position of Supervisor of Highway Operations for advertising only, no other part of the organizational plan as presented. Motion failed.

Commissioner Wagner, seconded by Commissioner Meinelschmidt, moved to approve the reorganizational plan as presented with the exception that the position of Supervisor of Highway Operations be filled after the Deputy Director is hired. The motion failed 2-3 (Commissioners Cline, Keefer, and Baker voted "NAY").

RESOLUTION CHANGING RESIDENT AGENT

Kirk C. Downey, County Attorney, recommended approval by resolution of the designation of Kirk C. Downey, County Attorney, as resident agent for the Board of County Commissioners for Washington County. Mr. Downey explained that upon approval the County Attorney would accept service on behalf of the County Commissioners or any County agency or employee being sued in their official capacity.

Commissioner Keefer, seconded by Commissioner Meinelschmidt, moved to approve by resolution the designation of Kirk C. Downey, County Attorney, as resident agent. The motion passed unanimously.

(Resolution No. RS-2019-05 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is located in the County Commissioners' Office.)

ENTERPRISE FUND – LONG TERM PROJECTIONS

Sara Greaves, Chief Financial Officer, Budget and Finance, brought forth an update regarding the Enterprise Fund, ten (10) year projections. Ms. Greaves explained that the enterprise fund is used for any activity for which a fee is charged to external users for goods or services, accounting for the following funds: Airport, Transit, Public Golf Course, Solid Waste, Water, and Sewer. Ms. Greaves explained that the County's sewer fund would experience a negative cash flow in fiscal year 2019 and discussed options to remedy, to include raising rates to cover the negative cash position; raise rates incrementally and adopt a plan over several years to correct the problem, including accepting a loan from the General Fund; or, provide a deficiency with General Fund appropriation for three (3) to four (4) years.

FISCAL YEAR 2020 ENTERPRISE FUND BUDGET AND RATE DISCUSSION

Ms. Greaves; Dan DiVito, Director, Division of Environmental Management; Dave Mason, Deputy Director, Solid Waste; and Garrison Plessinger, Director, Hagerstown Regional Airport, discussed proposed fees and rates to the budget to include the following amounts: Solid Waste \$7,704,400, Utility \$4,996,870, Water \$1,467,060, Sewer \$13,229,660, Pretreatment \$866,190, and Airport \$1,999,070.

Ms. Greaves presented information regarding the Solid Waste proposed fee increases for consideration and requested that the Board move to approve a public hearing for rate increase discussion.

Commissioner Wagner, seconded by Commissioner Meinelschmidt, moved to proceed with a public hearing for rate increase discussion on Solid Waste. Motion withdrawn (consensus adequate).

The Commissioners reached a consensus to move forward with a public hearing on for the proposed 5% solid waste rate increase. Commissioner Keefer voted "NAY".

The Commissioners discussed the proposed 6.7% water rate increase (per quarter) and reached a consensus to move forward with a public hearing.

The Commissioners discussed the proposed 5% sewer rate increase (per quarter) and reached a consensus to move forward with a public hearing. Ms. Greaves confirmed that the debt forgiveness from the Town of Williamsport will not affect the proposed rate increases due to the sale of Conococheague Elementary School.

Commissioner Cline left the meeting at 4:29 p.m. and returned to the meeting at 4:30 p.m.

The Commissioners discussed the proposed rate increase to the Hagerstown Regional Airport and reached a consensus to move forward with a public hearing.

Ms. Greaves explained the purpose and use of the Rate Model, sharing that it is a budgeting tool used to estimate future revenues and expenses, generate a cash flow output, and that it helps to identify the cost of providing service.

RECESS

The Commissioners recessed at 4:44 p.m.

EVENING MEETING – TOWN OF CLEAR SPRING

An evening meeting of Board of County Commissioners of Washington County, Maryland was held at the Clear Spring Town Hall, 146 Cumberland Street, Clear Spring.

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

A moment of silence was observed, followed by the Pledge of Allegiance to the Flag by the full assemblage.

CALL TO ORDER

President Jeffrey A. Cline called the meeting to order at 6:00 p.m. with the following members present: Vice President Terry L. Baker and Commissioners Wayne K. Keefer, Cort F. Meinelschmidt, and Randall E. Wagner.

MAYOR AND COUNCIL REPORTS AND COMMENTS

Mayor Paul Hose thanked the County for its assistance throughout the year.

Steve Blickenstaff, Vice-Mayor, shared that Clear Spring is in need of a clean-up crew. Additionally, he discussed litter on Route 40 stating that residential loads are not being covered and therefore, spilling onto the roads and lawns. Mr. DiVito stated that the Solid Waste staff has been distributing informational flyers regarding that topic. Also, he will send his staff out to inspect the surrounding areas.

COMMISSIONERS' REPORTS AND COMMENTS

The Commissioners each shared their appreciation to the Town of Clear Spring for hosting the evening Board of County Commissioners meeting.

Vice-President Baker shared that he started his political career in Clear Spring and shared his fond memories.

Commissioner Wagner shared that he previously resided in the Big Pool area and that he has sold properties in Clear Spring, as well as ran a business in the area. He appreciates the community aspect of the town.

Commissioner Keefer shared that he also appreciates the community involvement in the town.

Commissioner Meinelschmidt informed the community and the Town Council that he is available to them should they need anything.

President Cline shared his sympathy for the family of Nelson Deal, Williamsport longtime resident, who passed away over the weekend. He added that it is a great loss to the Williamsport community. Commissioner Cline shared that he remembers many trips in his younger days to Clear Spring with his family.

CITIZENS AWARD RECIPIENT

The Commissioners presented an award to Greg Ernst, owner of Ernst Market, recognizing him for the success of the family owned business, and for giving back to the community by volunteering and employing local residents.

REPORTS FROM COUNTY STAFF

Rob Slocum, County Administrator, asked county staff in attendance to introduce themselves. In attendance were Sara Greaves, Chief Financial Officer; Dan DiVito, Director, Environmental Management; Scott Hobbs, Director, Engineering; Kirk Downey, County Attorney; Andrew Eshleman, Director, Public Works; Kendall McPeak, Deputy County Attorney; Rich Eichelberger, Director, Construction; Ashley Holloway; Director, Plan Review and Permitting; Deb Peyton, Director, Health and Human Services; and Danielle Weaver, Director of Public Relations.

Mr. Slocum also shared that he will have staff reach out to the Sheriff's Department regarding enforcement for the litter control. Additionally, he shared that a part-time guard position for the cleanup crew has been added to the budget and will check the status of that position.

CITIZENS PARTICIPATION

None

ADJOURNMENT

Commissioner Wagner, seconded by Commissioner Meinelschmidt, moved to adjourn at 6:16 p.m. The motion passed unanimously.



Krista L. Hart, *County Clerk*

