



100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201
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BOARD OF COUNTY COMMISSIONERS

May 21, 2019

OPEN SESSION AGENDA

- 07:30 A.M. WASHINGTON COUNTY EMPLOYEE SERVICE AWARDS BREAKFAST
Hager Hall Conference and Event Center, 901 Dual Highway Hagerstown, MD
- 09:30 A.M. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President Jeffrey A. Cline*
APPROVAL OF MINUTES – May 14, 2019
- 09:35 A.M. CLOSED SESSION
(To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; to consult with counsel to obtain legal advice on a legal matter.)
- 10:05 A.M. RECONVENE IN OPEN SESSION
- 10:10 A.M. COMMISSIONERS' REPORTS AND COMMENTS
- 10:20 A.M. REPORTS FROM COUNTY STAFF
- 10:30 A.M. CITIZENS PARTICIPATION
- 10:35 A.M. RESOLUTION ADOPTING THE 2019 EDITION OF THE CODE OF PUBLIC LOCAL LAWS OF WASHINGTON COUNTY, MARYLAND – *Kirk C. Downey, County Attorney*
- 10:40 A.M. FY20 PRETRIAL SERVICES PROGRAM GRANT – APPROVAL TO SUBMIT APPLICATION – *Stephanie Lapole, Senior Grant Manager, Office of Grant Management and Major Craig Rowe, Washington County Sheriff's Office*
- 10:45 A.M. **PUBLIC HEARING:** FY20 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION – *Stephanie Lapole, Senior Grant Manager, Office of Grant Management*
- 10:55 A.M. REPORT ON 2019 LEGISLATIVE SESSION AND WASHINGTON COUNTY – *Bruce Bereano, Washington County Lobbyist*
- 11:05 A.M. SMITHSBURG EMS REQUEST FOR SECURED LOAN – *R. David Hays, Director, Division of Emergency Services (DES), Robert Moncrief, President,*

Washington County Volunteer Fire and Rescue Association (WCVFRA) and Joanie Gerber, President, Smithsburg EMS

11:25 A.M. ADOPTION OF THE FY20 OPERATING AND CAPITAL BUDGETS – *Sara Greaves, Chief Financial Officer*

11:40 A.M. SOLID WASTE SUPERVISOR CONSOLIDATION PLAN – *Daniel DiVito, Director, Division of Environmental Management and David A. Mason, P.E., Deputy Director, Division of Environmental Management*

12:00 P.M. ADJOURNMENT

The Commissioners have been invited to attend the “2019 John Frye Historical Preservation Awards”

Location: Abundant Life Building – 58 East Washington Street, Hagerstown MD



Open Session Item

SUBJECT: Resolution adopting the 2019 edition of the Code of the Public Local Laws of Washington County, Maryland

PRESENTATION DATE: May 21, 2019

PRESENTATION BY: Kirk C. Downey, County Attorney

RECOMMENDED MOTION: Approve Resolution.

REPORT-IN-BRIEF: Chapter 123 of the 2019 Laws of Maryland (the “Act”) legalized the 2019 edition of the Code of the Public Local Laws of Washington County (the “2019 Code”), as well as any supplement which may be published subsequent thereto, and provided for the publication, sale, and distribution of the 2019 Code. The Act is effective July 1, 2019.

DISCUSSION: The 2019 Code contains all the public local laws relating to Washington County up to and including the 2019 regular session of the General Assembly of Maryland. The 2019 Code will replace the 2007 Code and all supplements thereto.

The 2019 Code will be published and distributed by the County Attorney’s Office. A copy will be made available on the County Attorney’s web page. The 2019 Code will also be available for purchase through the County Attorney’s Office after July 1, 2019, at a cost of \$20.00 plus \$5.00 postage, if applicable.

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Resolution

AUDIO/VISUAL NEEDS: None.

RESOLUTION NO. RS-2019-_____

*(Adoption of the Code of the Public Local Laws of Washington County, Maryland,
2019 Edition)*

RECITALS

Chapter 123 of the 2019 Laws of Maryland (the "Act") legalized the 2019 edition of the Code of the Public Local Laws of Washington County (the "2019 Code"), being Article 22 of the Code of Public Laws of Maryland.

The 2019 Code contains all the public local laws relating to Washington County up to and including the 2019 regular session of the General Assembly of Maryland.

The Act provides that the 2019 Code is to be published under the direction of the Board of County Commissioners of Washington County, Maryland (the "Board"), and the Board may make an appropriation to provide for its publication.

The 2019 Code shall be deemed and taken in all courts of the State and by all public officials of the State and of its several political subdivisions to be evidence of the public local laws of Washington County in existence at the time of the compilation.

The 2019 Code hereby replaces the 2007 edition of the Code of the Public Local Laws of Washington County, Maryland, and all supplements thereto.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Washington County, Maryland, that the legalized Code of the Public Local Laws of Washington County, Maryland, 2019 Edition, is hereby adopted, effective July 1, 2019.

Adopted this ____ day of _____, 2019.
Effective the 1st day of July, 2019.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Krista L. Hart, Clerk

Jeffrey A. Cline, President

Approved as to form and
legal sufficiency:

Kirk C. Downey
County Attorney

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



Agenda Report Form

Open Session Item

SUBJECT: FY20 Pretrial Services Program Grant – Approval to Submit Application

PRESENTATION DATE: May 21, 2019

PRESENTATION BY: Stephanie Lapole, Senior Grant Manager, Office of Grant Management and Major Craig Rowe, Washington County Sheriff Office

RECOMMENDED MOTION: Move to approve the submission of the grant application to the Governor’s Office of Crime Control and Prevention in the amount of \$98,930 and accept funding as awarded.

REPORT-IN-BRIEF: The requested funding will be utilized primarily to fund a Classification Officer position to run the Pretrial Service activities at the Detention Center. Additional funding will be utilized to lease GPS monitoring and drug and alcohol testing equipment for those placed in the program.

DISCUSSION: The Office of Grant Management has reviewed the grant funding guidelines. Matching funds or in-kind support is not required and there are no unusual conditions or requirements associated with the grant.

FISCAL IMPACT: The combination of reduced fees and revenue will provide \$98,930 to sustain the program. Grant funding can be applied for through fiscal year 2023. If grant funding is not obtained in subsequent years, the Pretrial Services Program will be continued through expected savings in operations from reducing the pretrial population in the Detention Center daily.

Wages	\$63,180
Operational Expenses	<u>\$35,750</u>
Total	\$98,930

CONCURRENCES: Director, Office of Grant Management

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Open Session Item

SUBJECT: Public Hearing – FY20 Community Development Block Grant Application

PRESENTATION DATE: May 21, 2019

PRESENTATION BY: Stephanie Lapole, Senior Grant Manager, Office of Grant Management and Troy Van Scoyoc, Executive Director, The Arc of Washington County

RECOMMENDED MOTION: Move to approve a resolution of support authorizing the submission of the County's application for FY20 Community Development Block Grant funding for the Arc of Washington County requesting \$774,000 and accept funding as awarded.

REPORT-IN-BRIEF: In accordance with 24 CFR 570.486(a) (5), Washington County must provide a public hearing for the purpose of obtaining citizen's view before submission of an application to the Community Development Block Grant Program. The County intends to submit an application requesting \$774,000 for the Arc of Washington County.

DISCUSSION: The Maryland Community Development Block Grant Program (CDBG) is a federally funded program designed to assist units of local government with activities directed toward neighborhood revitalization, housing opportunities, economic development and improved public facilities and services. The State of Maryland, specifically the Department of Housing and Community Development (DHCD), has assumed the responsibility for the administration of the program from the U.S. Department of Housing and Urban Development (HUD).

The State provides CDBG funds for eligible projects based on meeting one of three national objectives: 1) benefit to persons of low and moderate income 2) prevention or elimination of slum or blight; or 3) meet an urgent need that is an immediate threat to community health, safety, or welfare. During state fiscal year 2020, the State of Maryland anticipates receiving an award of \$7,778,516. These funds will be distributed throughout the state based on a competitive grant process.

If approved today, the County will submit an application requesting \$774,000 to be used to fund the Arc of Washington County. The Arc is renovating two buildings to create a Day Service Facility that will meet clients' needs today and beyond. The Arc is requesting funding for a new HVAC system for these buildings.

The grant application will be available for public review June 5, 2019 at the Washington County Office of Grant Management located at 100 W. Washington Street, Suite 2200.

FISCAL IMPACT: The grant will provide up to \$749,000 for the Arc of Washington County and \$25,000 of administrative funding for Washington County Office of Grant Management for the cost of administering and monitoring the grant.

CONCURRENCES: Director, Office of Grant Management

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: Proposed Resolution of Support

AUDIO/VISUAL NEEDS: N/A

RESOLUTION NO. RS-2019-___

(Authorization to Seek Community Development Block Grant (CDBG) Funds in an amount up to \$774,000.00)

RECITALS

The State of Maryland, through the Department of Housing and Community Development ("DHCD"), solicits applications from eligible jurisdictions to apply for funding under the Maryland Community Development Block Grant ("CDBG") Program.

The Board of County Commissioners of Washington County, Maryland, (the "Board") is eligible to apply for funds from the Maryland CDBG Program through the Maryland Department of Housing and Community Development.

The Board has held the required public hearing related to the formulation of the Board Board's CDBG application.

The Board understands and acknowledges that it would be responsible for completion of grant activities and any corrective actions including the repayment of funds if necessary.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Washington County, Maryland, authorizes the submission of an application for Community Development Block Grant funds in an amount of up to \$774,000.00 for the following project(s):

ARC of Washington County, Maryland – HVAC System

IT IS FURTHER RESOLVED, that the President of the Board of County Commissioners of Washington County, Maryland is authorized and empowered to execute any and all documents required for submission of the application and is further authorized and empowered to execute any subsequent Grant Agreement relating to the above-mentioned application for CDBG funds.

Adopted and effective this ____ day of _____, 2019.

ATTEST:

BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY, MARYLAND

Krista L. Hart, Clerk

Jeffrey A. Cline, President

Approved as to form
and legal sufficiency:

Kirk C. Downey
County Attorney

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



Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Report on 2019 Legislative Session and Washington County

PRESENTATION DATE: May 21, 2019

PRESENTATION BY: Bruce C. Bereano

RECOMMENDED MOTION: For Informational Purposes

REPORT-IN-BRIEF: Mr. Bereano will present the Washington County final “2019 Regular Session” bill status tracking list, along with discussing Capital Budget items and Highway User Revenues.

DISCUSSION: N/A

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: 2019 Final Tracking Status – Washington County

AUDIO/VISUAL NEEDS: None



FINAL STATUS - Fwd: MGA Tracking: For Tracking list: Washington County - 04/09/2019 02:03 a.m.

1 message

Tue, Apr 9, 2019 at 3:03 PM

[Faded email content]

Number/ Chapter (Cross File)	Title	Primary Sponsor	Status	Original House Committee(s) and Hearing Dates	Opposite House Committee(s) and Hearing Dates
Total: 12					
HB0424 (SB0141)	Washington County - Disposition of Marriage Ceremony Fee	Delegate Corderman	Returned Passed	Judiciary 3/7/2019 - 1:00 p.m.	Judicial Proceedings
HB0553 (SB0324)	Political Subdivisions - Legal Notice Requirements - Posting on Websites	Delegate Malone	Unfavorable Report by Environment and Transportation	Environment and Transportation 2/26/2019 - 1:00 p.m.	
HB0632	Constitutional Amendment - Cannabis - Use, Possession, Cultivation, and Sale	Delegate Moon	Hearing 3/06 at 1:00 p.m.	Judiciary 3/6/2019 - 1:00 p.m.	

HB0700 (SB0590)	Washington County - Code of Public Local Laws - Legalization	Washington County Delegation	Returned Passed	Environment and Transportation 3/12/2019 - 1:00 p.m.	Education, Health, and Environmental Affairs
HB0701	Washington County - Alcoholic Beverages - Sunday Hours of Sale	Washington County Delegation	Returned Passed	Economic Matters 2/18/2019 - 1:00 p.m.	Education, Health, and Environmental Affairs 3/28/2019 - 1:00 p.m.
HB0702 (SB0501)	Washington County - Abandoned Vehicles - Regulation by Local Authority	Washington County Delegation	Unfavorable Report by Environment and Transportation; Withdrawn	Environment and Transportation 3/7/2019 - 1:00 p.m.	
HB0880	Counties and Municipalities - Transportation of Animals - Limitation on Authority	Delegate Arikan	Unfavorable Report by Environment and Transportation; Withdrawn	Environment and Transportation	
HB1110 (SB0140)	Washington County - Archery Hunting - Safety Zone	Delegate Parrott	Rereferred to Education, Health, and Environmental Affairs	Environment and Transportation 3/27/2019 - 1:00 p.m.	Education, Health, and Environmental Affairs
SB0141 (HB0424)	Washington County - Disposition of Marriage Ceremony Fee	Washington County Senators	Returned Passed	Judicial Proceedings 1/30/2019 - 2:00 p.m.	Judiciary 3/27/2019 - 1:00 p.m.
SB0501 (HB0702)	Washington County - Abandoned Vehicles - Regulation by Local Authority	Washington County Senators	Unfavorable Report by Judicial Proceedings	Judicial Proceedings 3/5/2019 - 12:00 p.m.	
SB0590 (HB0700)	Washington County - Code of Public Local Laws - Legalization	Washington County Senators	Returned Passed	Education, Health, and Environmental Affairs 3/5/2019 - 1:00 p.m.	Environment and Transportation
SB0592	Washington County - Gross Maximum Vehicle Weight - Warfordsburg Road	Senator Serafini	Returned Passed	Judicial Proceedings 3/5/2019 - 12:00 p.m.	Environment and Transportation 4/2/2019 - 1:00 p.m.



Open Session Item

SUBJECT: Smithsburg EMS Request for Secured Loan

PRESENTATION DATE: May 21, 2019

PRESENTATION BY: R. David Hays, Director, Division of Emergency Services (DES), David Chisholm, Assistant Director, Emergency Medical Services, Robert Moncrief, President, Washington County Volunteer Fire and Rescue Association (WCVFRA) and Joanie Gerber, President, Smithsburg EMS

RECOMMENDATION: That a motion be made that authorizes the execution of a secured loan to the Smithsburg Emergency Medical Services (SEMS) to assist with the re-alignment of budgets, billing/operating strategies, equipment/apparatus and career personnel. That further stipulations be placed upon Smithsburg EMS that are outlined in the Division of Emergency Services (DES) "Corrective Action Plan". All aspects of the required re-alignment will be conducted under the oversight of the Division of Emergency Services as stipulation.

REPORT-IN-BRIEF: On May 14, 2019 the Board of County Commissioners authorized the DES, in collaboration with the Washington County Volunteer Fire and Rescue Association and other County Departments to immediately begin a review of budgets and operations of the Smithsburg Emergency Medical Services. This review was necessary to determine the appropriate loan value needed by the Smithsburg Emergency Medical Services to sustain continuous operations.

DISCUSSION: Smithsburg EMS is prepared to execute documents that will meet all requirements set forth in the Division of Emergency Services "Corrective Action Plan". Those documents include, but are not limited to full financial, administrative and operational oversight, Security Agreement, Promissory Note, MOU and plan for liquidation of assets (attached).

FISCAL IMPACT: Unknown

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Summary of Information and Corrective Action Plan

Smithsburg EMS Request for Secured Loan Summary of Information

The following is a summary of information which is currently in the process of be gathered, analyzed, and verified to ensure all necessary and appropriate measures are taken immediately to maintain Smithsburg EMS and the services provided by Smithsburg EMS. Service will remain in place without interruption or delay.

- A summary of direction by the BOCC on Tuesday, May14, 2019
 - As highlighted in the attached Corrective Action Plan
- Steps to Increase Revenue
 - Billing improvements
- Steps to Reduce Expense
 - Staff schedule change and timeframe
 - Staff salary current and future estimate
- Month to month deficit for 12 months prior
- Month to month balance under prosed revisions
- Loan amount not to exceed value, to include audit
- Loan duration not to exceed estimate
- Assets for collateral to ensure maintenance of service
 - List of equipment
 - List of real estate and improvements
- Loan funding source
 - Operating cash reserve
- Next steps on audit procurement:
 - Scope review by County
 - Procured by Smithsburg EMS
 - Independent reporting to both parties



Washington County, Maryland Division of Emergency Services

*16232 Elliott Parkway, Williamsport, Maryland 21795
240-313-4360 Fax: 240-313-4361*

SMITHSBURG EMERGENCY MEDICAL SERVICES

(CURRENT SITUATIONAL ANALYSIS AND CORRECTIVE ACTION PLAN)

Overview

The Smithsburg Emergency Medical Services has informed the Board of County Commissioners and the Division of Emergency Services that they are in a severe financial crisis and will be insolvent within 1 to 2 weeks. The Division of Emergency Services, Health and Human Services, Budget and Finance and the County Administrator are fully engaged to ensure that continued and uninterrupted emergency medical services remain in place for the community of Smithsburg and surrounding areas.

In the short-term, a plan is now underway that will work to balance expenses vs. revenues, engage in a full financial audit, restructure staffing/wages and evaluate the apparatus and equipment inventories, eliminating those not critically necessary.

As this situation is critical in nature, all decisions and actions will be focused solely on the continuation of ALS transport services to the communities.

Short-Term Goal

Due to the call volume and geography of the County and the Smithsburg response area, the Division of Emergency Services will ensure that there is one (1) staffed ALS transport unit in Smithsburg twenty-four (24) hours per day, every day.

2018 Statistics

- 1436 total incidents, of which 752 resulted in a patient transport.
 - 224 BLS Transports (30%)
 - 528 ALS Transports (70%)

(Source: SEMS 2018 Annual Report)

Response Area

- Primary response area covers approximately 70 square miles and includes; Smithsburg, Leitersburg, Mt. Aetna, Cascade, Pen Mar, Fort Ritchie, Ringgold, Cavetown and Wolfsville (Frederick County).
- Mutual Aide to Franklin and Frederick Counties.

(Source: SEMS Website)

Assumptions

- The Smithsburg EMS solution must not have a negative impact on existing service delivery models and programs.
 - staffing of fire stations with part time DES staff, alteration of existing EMS staffing model.
- SEMS's existing volunteer base is unable to have a meaningful impact on the staffing of a SEMS transport unit.
- SEMS's current financial situation will require an immediate evaluation of their expenses and potential revenue generating actions such as;
 - Liquidation of apparatus not immediately necessary to primary transport service delivery.
 - Change of schedule to the 24-48-hour work cycle (2496 working hrs. per year).
 - Staffing reductions (up to 30%).
 - Provider salary review/analysis/adjustments.
- Full financial audit.
- A review of billing practices to determine the decrease in returns.

Plan of Action

- **SEMS would agree to stipulations that would include, but are not limited to changes to staffing levels, schedules, hourly rates, and reduction in equipment and apparatus inventory.**
 - **This reduces the Counties financial impact by reducing the amount of operating cash needed.**
- **SEMS would agree to full financial, administrative and operational oversight by the Division of Emergency Services.**
 - **The new 3rd party review and accounting procedures will be implemented once available.**
- **Washington County will provide financial support through a fully secured loan to SEMS that would enable them to continue to pay staff and operating expenses.**
 - **The exact amount of loan will be determined after a reset of staffing, wages, operating expenses and downsizing the apparatus fleet.**
 - **SEMS liquidates all assets that are non-essential to providing primary ALS transport services (this would reduce the financial impact to the County).**
 - **The Division of Emergency Services in consultation with the Board of County Commissioners will determine which assets to be liquidated.**
 - **The remaining SEMS assets will be submitted, in their entirety, as collateral in the case of loan default, bankruptcy or disillusion of the corporation.**
 - **It is estimated that operational expenses would be approximately \$50,000-\$100,000.00.**

- **SEMS will maintain 7 of the existing full-time staff (3 BLS and 4 ALS) to maintain a 24/48 schedule with Kelly day.**
 - **Facilitate placement of any of the surplus field staff into 7 the other EMS companies.**
- **SEMS will maintain the current part time staff and hire additional (if needed) to fill vacancies created by scheduled and unscheduled leave by the full-time staff.**
- **SEMS billing agreements and practices will be reviewed by staff from Community Rescue Service (CRS); after which a decision will be made by County Staff on any necessary changes.**
- **SEMS would be placed on a probationary period and under County review, with all above stipulations in place for a minimum of 36 months; or until such time any loan is repaid in full (whichever is greater).**



Agenda Report Form

Open Session Item

SUBJECT: Adoption of the FY20 Operating and Capital Budgets

PRESENTATION DATE: May 21, 2019

PRESENTATION BY: Sara Greaves, Chief Financial Officer

RECOMMENDED MOTION: Approve the FY20 Operating and Capital Budgets as proposed

REPORT-IN-BRIEF: On May 14th the FY20 Operating and Capital Budgets were presented at the County's public hearing. The proposed budgets are balanced with a real estate and income tax increase. Staff is requesting the approval of the budgets as proposed.

DISCUSSION: Any changes to the proposed budgets.

FISCAL IMPACT: The County is legally required to adopt a balanced budget. Operating impact for all funds is \$298,352,420 and Capital impact is \$55,819,000.

CONCURRENCES: Not applicable

ALTERNATIVES: Make amendments to the proposed budgets.

ATTACHMENTS: Summary of all funds for FY20

AUDIO/VISUAL NEEDS: Not applicable

Washington County, Maryland
Summary for All Funds
FY20 - Proposed

	FY19	FY20	<u>FY19 vs. FY20</u>	
	Operating Budget Approved	Operating Budget Proposed	\$ Change	% Change
Operating Funds:				
Major Operating Funds:				
General Fund	\$229,639,310	\$237,180,760	\$7,541,450	3.28%
Highway Fund	\$11,156,680	\$11,254,440	\$97,760	0.88%
Solid Waste Fund	\$8,121,710	\$7,617,120	\$(504,590)	(6.21)%
Utility Administration Fund	\$4,441,260	\$4,966,300	\$525,040	11.82%
Water Fund	\$1,452,350	\$1,458,730	\$6,380	0.44%
Sewer Fund	\$12,655,680	\$17,607,070	\$4,951,390	39.12%
Pretreatment Fund	\$872,890	\$866,190	\$(6,700)	(0.77)%
Public Transit Fund	\$2,563,400	\$2,672,900	\$109,500	4.27%
Airport Fund	\$1,987,720	\$1,999,070	\$11,350	0.57%
Black Rock Golf Course Fund	\$1,203,350	\$1,169,890	\$(33,460)	(2.78)%
	\$274,094,350	\$286,792,470	\$12,698,120	4.63%
Restricted Funds:				
Hotel Rental Tax Fund	\$2,100,000	\$2,100,000	\$0	0.00%
Cascade Town Centre Fund	\$1,036,950	\$992,800	\$(44,150)	(4.26)%
Agricultural Education Center Fund	\$238,920	\$241,350	\$2,430	1.02%
Grant Management Fund	\$387,780	\$422,700	\$34,920	9.01%
Inmate Welfare Fund	\$454,000	\$645,920	\$191,920	42.27%
Gaming Fund	\$2,166,150	\$2,164,770	\$(1,380)	(0.06)%
Land Preservation Fund	\$3,761,390	\$4,423,830	\$662,440	17.61%
HEPMPO Fund	\$550,080	\$562,670	\$12,590	2.29%
Contraband Fund	\$4,650	\$5,910	\$1,260	27.10%
	\$10,699,920	\$11,559,950	\$860,030	8.04%
Total Operating Funds	\$284,794,270	\$298,352,420	\$13,558,150	4.76%
Capital Funds:				
Capital Improvement Plan (1)	\$43,708,000	\$55,819,000	\$12,111,000	27.71%
Total Budgeted Funds	\$328,502,270	\$354,171,420	\$25,669,150	7.81%



Open Session Item

SUBJECT: Solid Waste Supervisor Consolidation Plan

PRESENTATION DATE: May 21, 2019

PRESENTATION BY: Daniel Divito, Director, Division of Environmental Management; David A. Mason, P.E. Deputy Director, Division of Environmental Management

RECOMMENDED MOTION: Motion to approve the consolidation plan and to internally advertise the Operations Supervisor position

REPORT-IN-BRIEF: Division Staff continues to evaluate every opportunity to increase efficiency while controlling/decreasing operational costs. Due to a retirement in January and the consolidation of Assistant Director and the Operations Supervisor/Recycling Coordinator positions, we are recommending the promotion of Mr. Tony Drury to Superintendent of Landfill and Recycling Operations (Grade 15). In addition, we are requesting to internally advertise for an Operations Supervisor (Grade 11); this position will consolidate the current position of Weigh Clerk with additional supervisory responsibilities.

DISCUSSION: The Maryland Department of the Environment (MDE) requires a supervisor to be on site at all time during landfill operations. We have determined that level of supervision requires a minimum of three (3) supervisory positions. It is anticipated we will be able to accomplish this with current Solid Waste personnel. To satisfy this requirement we are recommending the following:

The position of Superintendent will consolidate responsibilities of both the former Assistant Director and the current Recycling Coordinator and because the additional duties are currently being performed by Tony Drury (Grade 14), Mr. Drury will be promoted to Superintendent Grade 15.

The Operation Supervisor position will combine a current Weigh Clerk responsibility with Supervisory responsibilities. The current weigh clerks will be the best qualified candidates for the position, so the position will be advertised internally. This position, when filled, will help to facilitate supervisory coverage as required by our permit. The overall Consolidation Plan as proposed will reduce the number of office staff by one full time position and produce additional savings totally approximately \$71,426 per year.

FISCAL IMPACT: Savings as outlined.

CONCURRENCES: County Administrator, CFO, HR Director

ALTERNATIVES: Amendment offered by Commissioner Keefer would upgrade current weigh clerk, grade 8, to Operations Supervisor, grade 11, and backfill the Weigh Clerk's position, grade 8, by upgrading a part time weigh clerk to full time. The amendment changes the fiscal impact from savings of \$71,426 to \$15,905 a difference of \$55,521. This savings assumes the part time position is eliminated. If the part time position is also backfilled, the fiscal impact changes to a savings of only \$7,875 or a difference of \$63,551.

ATTACHMENTS: Job Description



JOB TITLE:	Operations Supervisor	GRADE	11
DEPARTMENT:	Solid Waste	FLSA STATUS:	Non-Exempt
REPORTS TO:	Deputy Director of Solid Waste		

GENERAL DEFINITION OF WORK:

Performs difficult technical and intermediate administrative work supervising employees at a lined municipal solid waste landfill and several transfer stations to local, state and federal regulations which include overseeing permit sales, inspecting and weighing waste and billing all accounts. Coordinates landfill activities and acts as supervisor in the absence of the Superintendent of Landfill Operations. Direction is provided by the Deputy Director. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS AS OPERATIONS SUPERVISOR:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Answers questions arising about business waste, scale operations concerns' and employee issues. Oversees scheduling of landfill employees. Schedules employee vacation to keep operation running smoothly.
2. Ensures accuracy of all scale house records and cash receipts accounting. Assists with scale house operations as required.
3. Oversees the disposal of municipal, commercial and industrial wastes, performing appropriate tests and working with management to resolve any potential problems.
4. Works with local business on special waste for all kinds of different material. Reviews test results before delivery. Performs free liquids test before disposal. Inspects material.
5. Completes interview for hire of new employees with the Superintendent and Deputy Director. Recommends appropriate candidate for hire. Performs employee's evaluations on subordinates. Trains new employees.
6. Performs first step grievance procedures with union employees. Works with union President on daily basis to resolve issues as arise before first step is needed.
7. Meet with Department of Environment Inspector to discuss landfill activities. Ensures operating permit is maintained and that the landfill is built as designed.
8. Answers telephone, listens to and resolves complaints. Explains landfill regulations to residents and businesses.
9. Assures all activity falls within the Maryland Department of Environment (MDE) guidelines to include contractors working outside permit hours, assuring patrons are off site at closing, conducting compliance inspections with MDE, etc.
10. Investigates accidents, incidents and completes all necessary reports for Human Resources.
11. Assists with schedules and supervises Weigh Clerks, attendants and temporary employees, at scale house locations and drop off sites; tracks and reports hours worked/leave usage and conducts performance evaluations.
12. Weighs and records solid waste. Enters data concerning vehicles entering and leaving, including account number, material code, charges, gross and tare weight, etc. Generates ticket for customers from computer print-out, or manually. Collects fees and makes change for cash customers.
13. Issues refuse permits.
14. Opens and closes scale house.
15. Runs daily accumulative reports, enters new accounts and information into the computer for records.
16. Maintains inventory of supplies for scale operation.
17. Answers questions concerning weights and tickets with the ability to deal courteously and tactfully with the public.
18. Initiates tonnage reports, records and other correspondence as directed.
19. Verifies all cash receipts and transmittals daily/weekly.

20. Directs traffic to proper unloading area. Ensures unloading areas are kept neat and orderly.
21. Visually inspects loads of waste and observes for unacceptable waste. Estimates weight of vehicles based on experience in the event the scales would be out of operation.
22. Maintains recycling drop off sites, picks up material around sites, moves material to ensure a clean and safe environment.
23. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the operation of a weigh station; general knowledge of transfer station policies; some knowledge of recycling operations; general knowledge of basic clerical and office procedures; ability to use calculator in making simple arithmetic calculations; ability to write legibly and make written reports; ability to use computer system; ability to maintain detailed records; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some general office assistance experience. Prior weighing experience desirable.

PHYSICAL REQUIREMENTS:

This is work requiring the exertion of 50 to 80 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, reaching, standing, walking, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, noise, atmospheric conditions, and oils. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate valid driver's license, CDL License preferred. Ability to work six (6) days a week (minimum 48 hour/week operation).

3/2019

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



JOB TITLE:	Superintendent of Landfill and Recycling Operations	GRADE	15
DEPARTMENT:	Solid Waste	FLSA STATUS:	Non-Exempt
REPORTS TO:	Deputy Director of Solid Waste		

GENERAL DEFINITION OF WORK:

Performs responsible professional and administrative functions developing, implementing and coordinating a County wide recycling program; managing the County sponsored recycling programs related to compliance with numerous environmental codes; and meeting the recycling goals as defined by the Maryland Recycling Act. Coordinates landfill activities with Operation Supervisor. Direction is provided by the Deputy Director. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Design, implement and manage a variety of County-wide recycling and waste reuse/reduction programs for residential and business customers.
2. Develop and administer a County-wide public education programs on recycling and related solid waste and environmental programs, including educational materials that match curriculum guidelines for teachers,
3. Advises residents/businesses/industries on waste reduction, recycling and solid waste disposal options.
4. Analyzes solid waste and recycling data from business, industry, and government.
5. Supervises monitoring/care of remote and on-site recycling drop off sites, including areas for used motor oil/antifreeze, auto batteries, tires, metals, and cardboard, and composting and mulching operations.
6. Prepares reports required by the Maryland Department of the Environment and for departmental purposes.
7. Provides input and direction in the preparation of the County's Solid Waste and Recycling Plan.
8. Monitors County recycling services contracts. Participates in drafting/reviewing policy for the County's Solid Waste Department.
9. Organizes and manages special recycling and solid waste events. Leads tours of solid waste and recycling facilities. Represents the County as a guest speaker on solid waste/recycling issues.
10. Serves as a liaison for County as directed on related committees.
11. Develops and purchases advertisements and prepares news releases for media. Markets products from composting/mulching operation.
12. Prepares and maintains database of disposal/recycling/waste reduction options for staff and community use.
13. Prepares budgets and requests for proposals.
14. Collaborates with regional Maryland Department of the Environment staff concerning regulatory compliance.
15. Compiles annual reports and submit to State Department of the Environment.
16. Ability to work evenings and weekends as required to perform outreach to the recycling community.
17. Search, apply and institute grants for various Solid Waste and Recycling programs. Prepares reports for Grant Agencies per grant requirements.
18. Interacts with the local business community and residential customers regarding landfill regulations and policies; enforces these regulations and attempts to resolve any complaints/problems.
19. Assures all activity falls within the Maryland Department of Environment (MDE) guidelines to include contractors working outside permit hours, assuring patrons are off site at closing, conducting compliance

- inspections with MDE, etc.
20. Responsible for keeping MSDS book on site up to date and check equipment and facilities for safety.
 21. Investigates accidents, incidents and completes all necessary reports for Human Resources.
 22. Answers questions arising about business waste, scale operations concerns and employee issues.
 23. Assists with interviews and recommendations for hire of new employees. Assists with training of new employees.
 24. Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the practices and techniques of recycling and clean community programs; thorough knowledge of program objectives, procedures and organization; general knowledge of modern office practices, procedures and equipment; ability to devise detailed procedures and methodologies; ability to plan and organize the work of volunteers; ability to communicate ideas effectively, both orally and in writing; ability to prepare reports and records; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Possession of an Associate's Degree in Environmental Science, Environmental Management, or a related field, bachelor's degree is preferred; considerable experience in developing and/or managing recycling or waste reduction programs in the public or private sector; experience working with community groups.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires standing, pushing, pulling, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate valid driver's license. Possession of a certification in Managing Municipal solid Waste Recycling Systems, Managing Composting Programs, or similar, or ability to obtain within 2 years of employment.

Revised: 9/2016, 1/2019

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.