



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**

**June 4, 2019**

### **OPEN SESSION AGENDA**

- 12:30 P.M.    **MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**  
**CALL TO ORDER, *President Jeffrey A. Cline***  
**APPROVAL OF MINUTES – May 21, 2019**
- 12:35 P.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; to consult with counsel to obtain legal advice on a legal matter; to consult with staff, consultants, or other individuals about pending or potential litigation)*
- 02:00 P.M.    **RECONVENE IN OPEN SESSION**
- 02:05 P.M.    **COMMISSIONERS' REPORTS AND COMMENTS**
- 02:15 P.M.    **REPORTS FROM COUNTY STAFF**
- 02:25 P.M.    **CITIZENS PARTICIPATION**
- 02:35 P.M.    **PRESENTATION OF YOUTH MERITORIOUS AWARD – *Allison Hartsthorn, Grant Manager, Office of Grant Management, and Board of County Commissioners***
- 02:45 P.M.    **FY20 HEALTHY FAMILIES HOME VISITING GRANT – APPROVAL TO SUBMIT APPLICATION – *Allison Hartsthorn, Grant Manager, Office of Grant Management, and Board of County Commissioners***
- 02:50 P.M.    **GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION FUNDING ACCEPTANCE – *Stephanie Lapole, Senior Grant Manager, Office of Grant Management and Rebecca Hogamier, Program Director, Washington County Sheriff's Office, Day Reporting Center***
- 02:55 P.M.    **CONTRACT AWARD (2019-13) - #2 HEATING OIL – *Brandi Naugle, CPPB, Buyer, Purchasing Department and Andrew Eshelman, Director, Public Works***
- 03:00 P.M.    **BID AWARD (PUR-1414) – HAULING/RECYCLING OF SCRAP METALS AND REMOVAL RECOVERY OF REFRIGERANT GASES – *Brandi Naugle, CPPB,***

*Buyer, Purchasing Department and Dave Mason, P.E., Deputy Director, Department of Solid Waste*

- 03:05 P.M. BID AWARD (PUR-1415) ELEVATOR MAINTENANCE SERVICES AT COUNTY FACILITIES – *Brandi Naugle, CPPB, Buyer, Purchasing Department and John Pennesi, Deputy Director, Public Works, Parks and Facilities*
- 03:10 P.M. BID AWARD (PUR-1417) ELECTRICIAN SERVICES AT COUNTY FACILITIES – *Brandi Naugle, CPPB, Buyer, Purchasing Department and John Pennesi, Deputy Director, Public Works, Parks and Facilities*
- 03:15 P.M. BID AWARD (PUR-1418) HEATING, VENTING, AIR CONDITIONING AND AUTOMATIC TEMPERATURE CONTROLS MAINTENANCE SERVICES (HVAC/ATC) SERVICES AT COUNTY FACILITIES – *Brandi Naugle, CPPB, Buyer, Purchasing Department and John Pennesi, Deputy Director, Public Works, Parks and Facilities*
- 03:20 P.M. STILLWATER FARM (LONG) RURAL LEGACY PROGRAM (RLP) EASEMENT – *Eric Seifarth, Rural Preservation Administrator, Department of Planning & Zoning*
- 03:25 P.M. KEMP RURAL LEGACY PROGRAM (RLP) EASEMENT – *Eric Seifarth, Rural Preservation Administrator, Department of Planning & Zoning*
- 03:30 P.M. HOFFMAN RURAL LEGACY PROGRAM (RLP) EASEMENT – *Eric Seifarth, Rural Preservation Administrator, Department of Planning & Zoning*
- 03:35 P.M. REVIEW OF WASHINGTON COUNTY ADDRESSING ORDINANCE – *Jill Baker, Deputy Director, Department of Planning & Zoning*
- 03:45 P.M. FY2020 ANNUAL PROGRAM OPEN SPACE PROGRAM – *Andrew Eshleman, P.E., Director, Public Works*
- 03:55 P.M. PARKS AND RECREATION DEPARTMENT REALIGNMENT TO PUBLIC WORKS – *Andrew Eshleman, Director, Public Works*
- 04:15 P.M. ROCKWOOL RANSON FACTORY OPPOSITION – *Douglas Arnall, Catoclin Group, Treasurer, Sierra Club and Brent Walls, Upper Potomac Riverkeeper*
- 04:30 P.M. RECESS
- 06:00 P.M. **PUBLIC HEARING:** FY2020 BUDGET AND PROPOSED MODIFICATION TO THE WASHINGTON COUNTY INCOME TAX RATE



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Youth Meritorious Award Presentation

**PRESENTATION DATE:** June 4, 2019

**PRESENTATION BY:** Allison Hartshorn & 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. They were selected based on their scholastic achievement, leadership qualities, community service performed or other positive contributions to their school or community.

Dillon Albowicz – Clear Spring Middle School  
Parent(s) – Heather Aleshire  
Hometown – Clear Spring  
Nominated by Deborah Aleshire

William Albowicz – Clear Spring High School  
Parent(s) – Heather Aleshire  
Hometown – Clear Spring  
Nominated by Deborah Aleshire

**DISCUSSION:** N/A

**FISCAL IMPACT:** N/A

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Student Summaries

**AUDIO/VISUAL NEEDS:** N/A

Youth Meritorious Award Summary for:

Dillon Albowicz

Clear Spring Middle School

Nominated By: Deborah Aleshire

Parent(s) – Heather Aleshire

Deborah Aleshire endorsed the following:

Dillon is a member of the National Junior Honor Society. He is in the Scholars Program of Study at Clear Spring Middle School and has maintained honor roll status every marking period. He is a member of the Student Council. He just competed in the State Archery competition and was the top 7th grade finisher for his school. His school finished 3rd overall and could be attending the National Competition in Kentucky in May. He is a member of the Hagerstown Revolution Travel Soccer Team who recently finished 1st in the Baltimore Mania Tournament in Owings Mills, MD. He is a member of Mid-MD JV Basketball Team, the Redman Pony League Team, the Clear Spring Soccer Club Team. He also plays Saxophone in the Clear Spring Middle School band and has been selected two years in a row for All County Band. Dillon volunteers when need at his church (Mooreville Church of God). Dillon is the hardest working young man I know. Dillion gives 110 percent at everything he does.

Youth Meritorious Award Summary for:

William Albowicz  
Clear Spring High School  
Nominated By: Deborah Aleshire

Parent(s) – Heather Aleshire

Deborah Aleshire endorsed the following:

William has maintained distinguished honor roll status every marking period since the 8th grade. He takes AP, Merit and Honors classes. He was accepted in the schools National Spanish Honor's Society. To qualify you must maintain a 90 percent every marking period since 7th grade. He is a member of the Clear Spring High School Golf Team. Williams has been taking lessons and been playing the piano since 5th grade and plays at his church on special occasions. He also has played the guitar for the past 2 years. He volunteers at his brethren's athletic events and at his church (Mooresville Church of God) when needed. He recently obtained his driver's learner's permit. William is the most polite and hardworking young man that I know. His school work is very important to him.



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Open Session Item

**SUBJECT:** FY20 Healthy Families Home Visiting Grant – Approval to Submit Application

**PRESENTATION DATE:** June 4, 2018

**PRESENTATION BY:** Allison Hartshorn, Grant Manager, Office of Grant Management

**RECOMMENDED MOTION:** Move to approve the submission of the grant application to the Maryland State Department of Education in the amount of \$277,993 and to accept funding as awarded.

**REPORT-IN-BRIEF:** The Washington County Office of Grant Management on behalf of and at the direction of the Local Management Board is seeking approval to submit a Fiscal Year 2020 Healthy Families Home Visiting grant application to the Maryland State Department of Education.

**DISCUSSION:** The Healthy Families Home Visiting Program is a comprehensive program modeled after a nationally renowned initiative Healthy Families America. The goals of the program are to prevent child maltreatment through early intervention, promote healthy growth, development, and strengthening of the parent-child relationship. The Washington County Health Department is the vendor contracted to provide this service. Funding in the amount of \$6,950 is included in the award for County administrative support. No County funds are involved in this award.

**FISCAL IMPACT:** Provides \$6,950 for County administrative expenses.

**CONCURRENCES:** Director, Office of Grant Management

**ALTERNATIVES:** Deny submission of the application

**ATTACHMENTS:** N/A

**AUDIO/VISUAL NEEDS:** N/A



## Agenda Report Form

### Open Session Item

**SUBJECT:** Governor's Office of Crime Control & Prevention Funding Acceptance

**PRESENTATION DATE:** June 4, 2019

**PRESENTATION BY:** Stephanie Lapole, Senior Grant Manager, Office of Grant Management and Rebecca Hogamier, Program Director, Washington County Sheriff's Office, Day Reporting Center

**RECOMMENDED MOTION:** Move to accept \$25,571 of funding from the Governor's Office of Crime Control & Prevention (GOCCP) and approve the corresponding budget adjustment.

**REPORT-IN-BRIEF:** The Governor's Office of Crime Control and Prevention (GOCCP) has awarded the Washington County Sheriff's Office, Day Reporting Center \$25,571.

**DISCUSSION:** The Governor's Office of Crime Control and Prevention has awarded the Day Reporting Center \$25,571 for the purchase of audio/visual recording equipment for use during implementation of evidence-based practice (Parent-Child Interaction Therapy) to strengthen the relationship between parents and their children and improve family functioning with the goal of reducing the impact of incarceration on children, families, and communities. In addition, funding will be used to provide Moral Reconciliation Therapy training to twelve (12) Day Reporting Center and Adult Drug Court team members and community partners and purchase forty-eight (48) participant workbooks.

There is no match associated with the grant and the grant will not result in recurring expenses for the County. The grant funds must be expended by June 30, 2019.

**FISCAL IMPACT:** The grant will provide \$16,571 for audio/visual equipment and \$9,000 for training and materials.

**CONCURRENCES:** Susan Buchanan, Director, Office of Grant Management

**ALTERNATIVES:** Deny acceptance of funds.

**ATTACHMENTS:** Budget adjustment

**AUDIO/VISUAL NEEDS:** N/A



# Washington County, Maryland Budget Adjustment Form

Print Form

- Budget Amendment - Increases or decrease the total spending authority of an accounting fund or department
- Budget Transfer - Moves revenues or expenditures from one account to another or between budgets or funds.

Transaction/Post -Finance

Deputy Director - Finance

Preparer, if applicable  Digitally signed by Charles Sexton  
Date: 2019.05.29 13:46:44 -04'00'

Department Head Authorization

Division Director / Elected Official Authorization

Budget & Finance Director Approval

County Administrator Approval

County Commissioners Approval

Required approval with date

If applicable with date

Required approval with date

Required approval with date

Required > \$ 25,000 with date

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
495100	10	12800		GRT125FEDR		FEDERAL OPERATING GRANT	25,571
						GOCCP - OOC	
520000	10	12800		GRT125FEDR		TRAINING	7,547
505230	10	12800		GRT125FEDR		TRAVEL EXPENSES	1,453
515000	10	12800		GRT125FEDR		CONTRACTED / PURCHASED SERVICE	2,500
600600	10	12800		GRT125FEDR		COMPUTER / SOFTWARE EQUIPMENT	14,071

Explain Budget Adjustment

Required Action by County Commissioners  No Approval Required  Approval Required Approval Date if Known





Open Session Item

**SUBJECT:** Contract Award (2019-13) – #2 Heating Oil.

**PRESENTATION DATE:** June 4, 2019

**PRESENTATION BY:** Brandi Naugle, CPPB, Buyer, Purchasing Department and Andrew Eshelman, Director, Public Works.

**RECOMMENDED MOTION:** Move to concur with the recommendation of the Washington County Public Schools (WCPS) to award the contract for Washington County Government's No. 2 heating fuel oil to the responsive, responsible low bidder, James River Solutions of Ashland, VA who submitted a bidder factor of \$0.14 per gallon for tank wagon deliveries.

**REPORT-IN-BRIEF:** Washington County Government as well as the City of Hagerstown cooperatively bids heating fuel requirements with the WCPS. At its meeting on Tuesday, May 7, 2019, the WCPS awarded its contract for *tank wagon loads* to the responsive, responsible bidder, James River Solutions with the lowest bid of \$0.14 per gallon over the weekly wholesale average price for No. 2 (high sulfur) heating oil as published in the Oil Price Information Service bulletin (OPIS, Pad 1, Baltimore gasoline and distillate reseller prices).

The contract is effective July 1, 2019 and ending June 30, 2020, the contract may be renewed for three (3) additional one (1) year terms at the discretion of the Board of Education. WCPS may request a fixed price quote at any time to be exercised by mutual consent of the parties.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted, as required, by the individual using department/agencies

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** WCPS bid recommendation information.

**AUDIO/VISUAL NEEDS:** N/A

***Bid 2019-13  
Heating Oil Deliveries  
Bid Tab***

		<b>AC&amp;T</b>	<b>East River Energy</b>	<b>James River Petroleum Co.</b>	<b>Mansfield Oil Company</b>	<b>Petroleum Traders Corporation</b>	<b>Unit of Measure</b>
		*Bidder's Factor	*Bidder's Factor	*Bidder's Factor	*Bidder's Factor	*Bidder's Factor	
1	Transport Delivery (Approximately 7,500 per delivery)	\$ 0.0793	\$ 0.03790	\$ (0.00250)	\$ 0.04190	\$ 0.06750	per Gallon
2	Tank Wagon Delivery (Approximately 3,500 per delivery)	\$ 0.1590	No Bid	\$ 0.14000	\$ 0.27840	No Bid	per Gallon

*\*Bidder's Factor (Plus/Munis) Price per Gallon plus the Average Rack Price for #2 Distillate ULS (Ultra-Low Sulfur) Diesel Fuel (Heating Oil), Baltimore Maryland terminal price. The Average Price is published every Thursday and sets the price for the following week.*



Open Session Item

**SUBJECT:** Bid Award (PUR-1414) – Hauling/Recycling of Scrap Metals and Removal Recovery of Refrigerant Gases

**PRESENTATION DATE:** May 21, 2019

**PRESENTATION BY:** Brandi Naugle, CPPB, Buyer, Purchasing Department and Dave Mason, P. E., Deputy Director, Department of Solid Waste

**RECOMMENDED MOTION:** Move to award the contract for Hauling/Recycling of Scrap Metals and Removal of Refrigerant Gases to the responsible, responsive bidder Allegany Scrap, Inc. of Cumberland, MD who submitted a Rebate Percentage of 40% per gross ton.

**REPORT-IN-BRIEF:** The County shall be compensated at the rate of forty percent of the posted Consumer Buying Price for No. 2 bundles at Philadelphia, PA as quoted in the American Metal Market (AMM) monthly publication. The percentage rate shall remain fixed throughout the term of the contract. The work to be performed by the Contractor under this project generally includes but is not limited to: furnish all labor, materials, equipment, services, to load, recovery/disposal of refrigerant gases, removal and hauling of the scrap metal from the County's 40 West Landfill site.

The bid was advertised on the State of Maryland's "*eMaryland Marketplace*" website, on the County's web site; and in the local newspaper. There were eight (8) persons/companies that registered/downloaded the bid document on-line. Only one (1) bid was received. The contract is for a one (1) year period tentatively commencing July 1, 2019, with an option by the County to renew the contract for up to two (2) additional consecutive one (1) year periods subject to written notice given by the County at least sixty (60) calendar days before the expiration date of any one (1) year period.

**DISCUSSION:** N/A

**FISCAL IMPACT:** N/A

**CONCURRENCES:** Division of Environmental Management

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bid Tabulation Matrix

**AUDIO/VISUAL NEEDS:** N/A

**PUR-1301**

**Hauling/Recycling of Scrap Metals and Removal/Recovery of Refrigerant Gases**

<b>Allegany Scrap, Inc. Cumberland, MD</b>	
REBATE PERCENTAGE FOR SCRAP METAL ( ____%) percentage of the posted rate (monthly) for Consumer Buying Price for No. 2 bundles at Philadelphia, PA as quoted in the AMM and converted to a price per net ton for scrap metal.	
<b>Route 40 West Landfill Site: (Salvageable Metals and Refrigerant Appliances)</b>	40%

**Remarks/Exceptions:**

Allegany Scrap, Inc.

AMM dated May 1, 2019 is attached for reference. Consumer Buying Price for Philadelphia, PA - No. 2 bundles is \$205.00/Gross Ton. AS AN EXAMPLE ONLY: Using your formula from page 21:  $(\$205/\text{GT} \times .08929) \times 0.4 = \$73.22 / \text{NT}$ .

# Scrap iron and steel prices

PRICES EFFECTIVE TUESDAY, APRIL 30, 2019

## CONSUMER BUYING PRICES

Estimated domestic consumer buying prices in US\$/gross ton, delivered mill price.	(a) Appraisal price										NA--Not available		*Canadian currency, in net tons	
	Alabama	Ark/Tenn Border	Chicago	Cincinnati	Cleveland	Detroit	N. Carolina/Virginia	Philadelphia	Pittsburgh	South Carolina	Hamilton, Ontario	Montreal	Composites	
DATE REVIEWED:	04/05/19	04/05/19	04/05/19	04/05/19	04/05/19	04/04/19	04/05/19	04/05/19	04/05/19	04/05/19	04/08/19	04/09/19	.....	
<b>NO. 1 HEAVY MELT</b>	295	300	290	300	303	295	300	290	305	300	253	323	295.00	
No. 2 heavy melt	285	.....	275	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	
No. 1 bundles	337	345	355	322	380	345	.....	335	341	.....	362	.....	.....	
<b>No. 2 bundles *</b>	.....	257	207	.....	.....	.....	.....	205	191	.....	.....	250	.....	
No. 1 busheling	342	350	350	325	380	350	322	335	360	323	348	405	363.33	
No. 1 industrial bundles	.....	.....	.....	.....	.....	.....	.....	.....	367	.....	.....	.....	.....	
Shredded auto scrap	324	325	322	320	335	315	318	310	330	318	259	.....	321.50	
<b>MACHINE SHOP TURNINGS</b>	160	140	115	137	120(a)	110	175	175	165	175	.....	250	.....	
Cast iron borings	.....	.....	181	.....	.....	.....	.....	.....	150	.....	.....	.....	.....	
Cut structural/plate, 2' max	.....	.....	424	.....	.....	.....	.....	405	.....	.....	.....	.....	.....	
Cut structural/plate, 3' max.	335	.....	.....	.....	.....	.....	.....	315	347	.....	.....	.....	.....	
Cut structural/plate, 5' max.	315	325	315	310	325	305	310	300	331	310	271	338	.....	
Foundry steel, 2' max.	.....	.....	324	.....	272	325(a)	.....	398	275(a)	.....	.....	.....	.....	
Cupola cast	.....	.....	374	.....	195	345(a)	.....	300	308(a)	.....	.....	.....	.....	
<b>CLEAN AUTO CAST</b>	.....	.....	427	.....	340(a)	375	.....	320	347	.....	.....	.....	.....	
Unstripped motor blocks	.....	.....	319	.....	380	.....	.....	300	420	.....	.....	.....	.....	
Heavy breakable cast	.....	.....	317	.....	180	.....	.....	246	258	.....	.....	.....	.....	
Drop broken machinery cast	.....	.....	352	.....	308	.....	.....	351	.....	.....	.....	.....	.....	
Rail crops, 2' max.	.....	.....	408	.....	435(a)	.....	.....	340	420	.....	.....	.....	.....	
Random rails	.....	.....	329	.....	.....	.....	.....	280	340	.....	.....	.....	.....	
Steel car wheels	.....	.....	315	.....	390	.....	.....	.....	.....	.....	.....	.....	.....	
Rerolling rails	.....	.....	335	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	
<b>STEEL (TIN) CAN BUNDLES</b>	.....	.....	278	.....	300	290	.....	.....	260	.....	.....	.....	.....	

\* Shredders may also be considered consumers for this grade

## FASTMARKETS AMM INDEXES

Ferrous Scrap Export Index (\$/tonne, evaluated 04/24/19)	
HMS 182 (80:20) East Coast (f.o.b. New York)	294.99
HMS 182 (80:20) West Coast (f.o.b. Los Angeles)	303.00
Shredded Steel Scrap, East coast (f.o.b. New York)	300.33
Midwest Ferrous Scrap Index (\$/gross ton, evaluated 04/10/19)	
No. 1 heavy melt	292.21
No. 1 busheling	350.50
Shredded steel scrap	319.76
MB Iron Ore Index (\$/tonne, evaluated 04/30/19)	
MBIO Index	94.17

## SHREDDER FEED

Estimated prices in US\$/gross ton	
DATE REVIEWED:	04/29/19
Ohio Valley	141.96
Midwest	142.50
Southeast	138.98

## CONSUMER BUYING PRICE TREND

Estimated trends in US\$/gross ton, from prior month	Houston	Seattle/Portland
DATE REVIEWED:	04/05/19	04/05/19
No. 1 heavy melt	-20	-20
No. 1 busheling	-20	.....
Shredded auto scrap	-20	-20
Machine shop turnings	-20	-20
Cut structural/plate, 5' max	-20	-20

To become a price contributor see "Metal Exchanges" page.

## Scrap prices today

Ferrous scrap price changes were made for these cities: None

## DEALER SELLING PRICES

Estimated prices in US\$/gross ton, shipping point dealer yard	Atlanta	Buffalo	Houston	St. Louis
DATE REVIEWED:	04/05/19	04/05/19	04/05/19	04/05/19
No. 1 heavy melt	248	210	194	227
No. 1 bundles	.....	.....	.....	292
No. 1 busheling	293	338	197	292
Shredded auto scrap	258	237	225	270
Machine Shop Turnings	58	50	42	55
Cut structural/plate, 5' max.	258	225	224	237

## EXPORT YARD BUYING PRICES

Estimated prices an export dealer, broker or processor will pay for items delivered to his yard, in US\$/gross ton.	Boston	L.A.	N.Y.	Philly	S.F.	Seattle/Portland
DATE REVIEWED:	04/24/19	04/24/19	04/24/19	04/24/19	04/24/19	04/24/19
No. 1 heavy melt	250	135	270	250	105	120
No. 2 bundles	175	100	220	175	65	.....
No. 1 busheling	.....	145	.....	.....	120	.....
Machine shop turnings	.....	30	220	.....	75	60
Mixed cast	240	.....	280	250	.....	.....
Unstripped motor blocks	260	130	285	245	105	95
Auto bodies	155	100	240	215	65	105
Cut structural/plate 5' max.	255	145	280	260	115	130

Prices are subject to the disclaimer appearing on the "Metal Exchanges" page.



## Agenda Report Form

### Open Session Item

**SUBJECT:** Bid Award (PUR-1415) Elevator Maintenance Services at County Facilities

**PRESENTATION DATE:** May 21, 2019

**PRESENTATION BY:** Brandi Naugle, CPPB, Buyer, Purchasing Department and John Pennesi, Deputy Director, Public Works, Parks and Facilities

**RECOMMENDED MOTION:** Move to award the bid for Elevator Maintenance Services to the responsible, responsive bidder, Landmark Elevator of Hagerstown, MD who submitted the lowest total sum bid in the amount of \$46,728.00.

**REPORT-IN-BRIEF:** On May 1, 2019 the County accepted bids for the elevator maintenance services. The Bid notice was advertised in the local newspaper, listed on the State of Maryland's "*eMarylandMarketPlace*" and on the County's website. Four (4) persons/companies registered/downloaded the bid document online. One (1) bid was received. The contract is a one (1) year contract commencing July 1, 2019, with an option by the County to renew for up to four (4) additional one (1) year periods.

The bidder is to furnish all labor, materials, supervision, equipment, insurance, permits, etc. necessary to provide for repair, adjustments emergency service, preventive maintenance and inspection services for a dumbwaiter and elevators at the County office buildings and various locations. The Washington County Health Department and Washington County Free Library are included in this contract.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted in various departmental budget line item accounts for these services.

**CONCURRENCES:** Division Director of Public Works

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bid Tabulation Matrix

**AUDIO/VISUAL NEEDS:** N/A

**Elevator Maintenance Service  
PUR-1415**

				<b>Landmark Elevator, Inc. Hagerstown, MD</b>	
<b>Item</b>	<b>Description/Written Unit Price</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total Price</b>
a.	One (1) Electric Automatic Passenger Elevator, WA1501 – Court House	Month	12	\$338.00	\$4,056.00
b.	One (1) Handicapped Lift, Court Room No. 1, WA1569 – Court House	Month	12	\$125.00	\$1,500.00
c.	One (1) Electric Automatic Passenger Elevator, WA1010 – County Office Building	Month	12	\$338.00	\$4,056.00
d.	One (1) Electric Automatic Passenger Elevator, WA1040 – County Office Building	Month	12	\$338.00	\$4,056.00
e.	One (1) Hydraulic Automatic Passenger Elevator, WA1393 – Health	Month	12	\$215.00	\$2,580.00
f.	One (1) Hydraulic Automatic Passenger Elevator, WA1453 - Detention Center	Month	12	\$215.00	\$2,580.00
g.	One (1) Hydraulic Automatic Passenger Elevator, WA1153 - Detention Center	Month	12	\$215.00	\$2,580.00
h.	One (1) Hydraulic Automatic Passenger Elevator, WA1060 - Administration Building	Month	12	\$215.00	\$2,580.00
i.	One (1) Hydraulic Automatic Freight Elevator, WA1061 - Administration Building	Month	12	\$125.00	\$1,500.00
j.	One (1) Hydraulic Automatic Passenger Elevator, WA1441 – Administration Building No. 2	Month	12	\$215.00	\$2,580.00
k.	One (1) Handicapped Lift, WA1148 – Martin Luther King Center	Month	12	\$125.00	\$1,500.00

**Elevator Maintenance Service  
PUR-1415**

<b>Item</b>	<b>Description/Written Unit Price</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total Price</b>
l.	One (1) Hydraulic Automatic Passenger Elevator, WA1567 – Court House Annex	Month	12	\$215.00	\$2,580.00
m.	One (1) Hydraulic Automatic Passenger Elevator, WA1053 - Court House Annex	Month	12	\$215.00	\$2,580.00
n.	One (1) Electric Dumbwaiter Lift, WA1568 – Court House Annex	Month	12	\$125.00	\$1,500.00
o.	One (1) Electric Automatic Passenger Elevator, WA1503 – Court House Annex	Month	12	\$338.00	\$4,056.00
p.	One (1) Handicapped Lift, WA1635 – Emergency Services/911 Ctr.	Month	12	\$125.00	\$1,500.00
q.	One (1) Direct Acting, Single Stage Borehole Hydraulic Passenger Elevator – Washington County Free Library	Month	12	\$206.00	\$2,472.00
r.	One (1) Direct Acting, Single Stage Borehole Hydraulic Passenger Elevator – Washington County Free Library	Month	12	\$206.00	\$2,472.00
<b>Total Sum Bid Items a. through r.</b>		<b>Month</b>	<b>12</b>	<b>\$3,894.00</b>	<b>\$46,728.00</b>
<b>Service Rates for time not covered by Maintenance Contract - REGULAR:</b>			Hour	\$147.00	
<b>Service Rates for time not covered by Maintenance Contract - OVERTIME:</b>			Hour	\$220.50	

(Total Price \$46,728.00 YEAR 1)



**Elevator Maintenance Service**  
**PUR-1415**

**Remarks / Exceptions:**

Repair parts & materials not included herein shall be billed at cost plus fifteen (15%) percent.

**Landmark Elevator Hourly Rates** (only for work performed outside of the scope of the contract)

**Regular Time** (M-F 8am-4:30pm)

**Mechanic: \$147.00**

Mechanic and Helper (Crew): \$253.50

**Overtime**

**Mechanic: \$220.50**

Mechanic and Helper (Crew): \$380.25

\*\*\*Please understand that Landmark Elevator, Inc. is not responsible to furnish (or to be financially responsible to replace) obsolete parts or components.



Agenda Report Form

Open Session Item

**SUBJECT:** Bid Award (PUR-1417) Electrician Services at County Facilities

**PRESENTATION DATE:** May 21, 2019

**PRESENTATION BY:** Brandi Naugle, CPPB, Buyer, Purchasing Department and John Pennesi, Deputy Director Public Works, Parks and Facilities

**RECOMMENDED MOTION:** Move to award the bid for Electrician Services to the responsible, responsive bidder, Kube Electric Company, Inc. of Williamsport, MD who submitted the lowest total base bid in the amount of \$45,500.00 based on the hourly rates/formula contained in its bid dated April 29, 2019 (at the FY'20 rates stated below).

**REPORT-IN-BRIEF:** Kube Electric Co., Inc's. previous contracted and Fiscal Year 2020 rates are as follows:

**Kube Electric Company, Inc., Williamsport, MD**

Labor Rates for Service:	<u>Previous Contracted Rates for KECI</u>					<u>FY'20 Rates</u>
	<u>FY'15</u>	<u>FY'16</u>	<u>FY'17</u>	<u>FY'18</u>	<u>FY'19</u>	
Regular Working Hours: Routine						
Electrician	\$24.90	\$25.75	\$26.55	\$27.10	\$28.45	\$33.75
Helper	\$15.35	\$15.75	\$16.25	\$16.55	\$17.35	\$20.00
Evenings and Saturdays: Emergency						
Electrician	\$37.95	\$39.00	\$40.00	\$40.75	\$42.80	\$49.25
Helper	\$24.60	\$25.25	\$26.00	\$26.50	\$27.80	\$30.00
Sundays and Holidays: Emergency						
Electrician	\$37.95	\$39.00	\$40.00	\$40.75	\$42.80	\$49.25
Helper	\$24.60	\$25.25	\$26.00	\$26.50	\$27.80	\$30.00
Consulting and Design Service (Hourly Rate):	\$46.50	\$47.50	\$49.00	\$50.00	\$52.50	\$54.00

KECI Total Base Bid  
\$45,500.00

The *Total Base Bid* formula included in the bid document for determining the low bidder was as follows:

$$1,200 \text{ Hours} \times \$ \underline{\hspace{2cm}} \text{ (Regular Electrician Labor Rate) Plus } 250 \text{ Hours} \times \$ \text{ (Helper Labor Rate)} = \textit{Total Base Bid}$$

The County sets the percentage markup for repair parts and materials billed at cost plus a percentage at fifteen (15%) percent.

The contract is a one (1) year contract tentatively commencing July 1, 2019, with an option by the County to renew for up to four (4) additional one (1) year periods. In addition to the County

facilities, the Washington County Health Department, Children's Village, Museum of Fine Arts, County Housing buildings, and Washington County Free Library are also included in this contract.

On May 1, 2019, the County accepted bids for electrician services as shown on the attached Bid Tabulation Matrix. The bid was advertised in the local newspaper, on the County's web site, and on the State of Maryland's web site "*eMaryland Marketplace*." Seventeen (17) persons/companies registered/downloaded the bid document on-line and four (4) bids were received.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted in various departmental budget line item accounts for these services.

**CONCURRENCES:** Division Director of Public Works

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bid Tabulation Matrix

**AUDIO/VISUAL NEEDS:** N/A

**Electrician Services  
At County Facilities  
PUR-1417**

<b>Kube Electric Company, Inc. Williamsport, MD</b>	<b>Vernon Holmes Electric LLC Clinton, MD</b>	<b>MEC, Inc. Electrical Services Hagerstown, MD</b>	<b>Big D Electric, Inc. Cumberland, MD</b>
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**HOURLY RATE**

<b>Regular Working Hours - Routine</b>				
*Electrician (Hourly Rate):	\$33.75	\$33.50	\$45.00	\$65.00
**Helper (Hourly Rate):	\$20.00	\$22.50	\$36.00	\$47.50
<b>Evenings and Saturdays - Emergency</b>				
Electrician (Hourly Rate):	\$49.25	\$33.50	\$67.50	\$97.50
Helper (Hourly Rate):	\$30.00	\$22.50	\$54.00	\$71.25
<b>Sundays and Holidays - Emergency</b>				
Electrician (Hourly Rate):	\$49.25	\$33.50	\$67.50	\$97.50
Helper (Hourly Rate):	\$30.00	\$22.50	\$54.00	\$71.25
CONSULTING AND DESIGN SERVICE (Hourly Rate):	\$54.00	\$55.75	\$110.00	\$125.00
<b>TOTAL BASE BID FORMULA -</b>				
1,200 Hours x Hourly * <b>Regular Electrician Labor Rate</b>	\$40,500.00	\$40,200.00	\$54,000.00	\$78,000.00
<b>Plus 250 Hours x Hourly **Regular Helper Labor Rate</b>	\$5,000.00	\$5,625.00	\$9,000.00	\$11,875.00
	<b><u>\$ 45,500.00</u></b>	<b><u>\$ 45,825.00</u></b>	<b><u>\$ 63,000.00</u></b>	<b><u>\$ 89,875.00</u></b>
<b>TOTAL BASE BID</b>				



## Agenda Report Form

### Open Session Item

**SUBJECT:** Bid Award (PUR-1418) Heating, Venting, Air Conditioning and Automatic Temperature Controls Maintenance Services (HVAC/ATC) Services at County Facilities

**PRESENTATION DATE:** June 4, 2019

**PRESENTATION BY:** Brandi Naugle, CPPB, Buyer, Purchasing Department and John Pennesi, Deputy Director, Public Works, Parks and Facilities

**RECOMMENDED MOTION:** Move to award the Heating, Venting, Air Conditioning and Automatic Temperature Controls Maintenance Services (HVAC/ATC) contract to the responsive, responsible bidder Mick's Plumbing & Heating, of Thurmont, MD based on the Total Base Bid of \$171,000.00 based on the hourly rates/formula contained in its bid dated May 8, 2019. The *Total Base Bid* formula included in the bid document for determining the low bidder was as follows:

1,800 Hours x \$\_\_\_\_\_ (Regular HVAC Technician Labor Rate) Plus 1200 Hours x \$\_\_\_\_\_ (Regular Helper Labor Rate) = *Total Base Bid*

The County sets the percentage markup for repair parts and materials billed at cost plus a percentage at fifteen (15%) percent.

**REPORT-IN-BRIEF:** On May 13, 2019 the County accepted bids for the Heating, Venting, Air Conditioning and Automatic Temperature Controls Maintenance(HVAC/ATC) Services at County Facilities. The Bid notice was advertised in the local newspaper, listed on the State of Maryland's "*eMarylandMarketPlace*" and on the County's website. Thirteen (13) persons/companies registered/downloaded the bid document online. Two (2) bid was received. The contract is a one (1) year contract commencing July 1, 2019, with an option by the County to renew for up to four (4) additional consecutive one (1) year periods.

The work to be performed under this contract shall consist of performing quarterly inspections, furnishing all materials, labor, supervision, tools, equipment, permits and insurance necessary to service, all controls and equipment for the heating, ventilating and air conditioning systems for the County office buildings and various locations. The Washington County Health Department and Washington County Free Library are included in this contract.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted in various departmental budget line item accounts for these services.

**CONCURRENCES:** Division Director of Public Works

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bid Tabulation Matrix

**AUDIO/VISUAL NEEDS:** N/A

**Maintenance Services for HVAC ATC  
PUR-1418**

	<b>Mick's Plumbing &amp; Heating, Inc. Thurmont, MD</b>	<b>Miller &amp; Anderson, Inc. Clearbrook, VA</b>
<b>HOURLY RATES</b>		
<b>Regular Working Hours - Routine</b>		
*HVAC Technician (Hourly Rate):	\$65.00	\$128.00
**Helper (Hourly Rate):	\$45.00	\$95.00
<b>Evenings and Saturdays - Emergency</b>		
HVAC Technician (Hourly Rate):	\$97.00*	\$192.00
Helper (Hourly Rate):	\$67.50	\$143.00
<b>Sundays and Holidays - Emergency</b>		
HVAC Technician (Hourly Rate):	\$97.50	\$256.00
Helper (Hourly Rate):	\$65.50	\$190.00
CONSULTING AND DESIGN SERVICE (Hourly Rate):	\$100.00	\$150.00

<b>TOTAL BASE BID FORMULA -</b>		
1,800 Hours x Hourly * <b>Regular HVAC Technician Labor Rate</b>	\$ 117,000.00	\$ 230,400.00
<b>Plus 1,200 Hours x Hourly **Regular Helper Labor Rate</b>	\$ 54,000.00	\$ 114,000.00
<b>TOTAL BASE BID</b>	<b><u>\$ 171,000.00</u></b>	<b><u>\$ 314,400.00</u></b>

\* Corrected Calculations Based On Unit Pricing

Remarks / Exceptions:



## Agenda Report Form

### Open Session Item

**SUBJECT:** Stillwater Farm (Long) Rural Legacy Program (RLP) Easement

**PRESENTATION DATE:** June 4, 2019

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

**RECOMMENDED MOTION:** Move to approve the Darren and Amy Long RLP Easement project, in the amount of \$84,000.00 for 32.374 easement acres, paid for 100% by the Maryland Department of Natural Resources, and to adopt an ordinance approving the easement purchase and to authorize the execution of the necessary documentation to finalize the easement purchase.

**REPORT-IN-BRIEF:** The Long property is located at 4040 Mills Rd. Sharpsburg. The Rural Legacy Easement will serve to permanently preserve a valuable scenic, environmental, agricultural and historic property in the County. The farm contains about 26 acres of pasture and about 5 acres of woodland. Additionally, a 2-acre "Permitted Use Area" has been designated for agritourism and commercial ag activities. The Long property lies in a part of Washington County near Sharpsburg which was heavily trafficked during the Civil War and the Battle of Antietam and was the location of a meeting between Pres. Lincoln and Gen. McClellan (picture attached).

The farm is in an area of the County close to thousands of acres of preserved farmland near Antietam Battlefield and will serve to add to the current block of protected lands. Three (3) development rights will be extinguished with this easement. Since 1998, Washington County has been awarded more than \$22 million to purchase Rural Legacy easements on more than 6,550 acres near Antietam Battlefield in the Rural Legacy Area. RLP is a sister program to the Maryland Agricultural Land Preservation Program (MALPP) and includes the protection of environmental and historic features in addition to agricultural parameters. RLP uses an easement valuation system (points) to establish easement value rather than appraisals used by MALPP.

**DISCUSSION:** For FY 2019, Washington County was awarded RLP grants totaling \$2,301,545. The Long RLP Easement uses part those funds. Easement applicants were previously ranked based on four main categories: the number of development rights available, the quality of the land/land management (agricultural component), natural resources (environmental), and the historic value.

**FISCAL IMPACT:** RLP funds are 100% State dollars, mainly from DNR Open Space funds. In addition to the easement funds, we receive up to 3% of the easement value for administrative costs, a mandatory 1.5% for compliance/monitoring costs, and funds to cover all of our legal/settlement costs.

**CONCURRENCES:** Both the State RLP Board and the State Department of Natural Resources (DNR) staff have approved and support our program. A final money allocation will be approved by the State Board of Public Works.




**ALTERNATIVES:** If Washington County rejects State funds for RLP, the funds will be allocated to other counties in Maryland.


**ATTACHMENTS:** Aerial Map, Location Map, Ordinance, Historic photo

**AUDIO/VISUAL NEEDS:** N/A

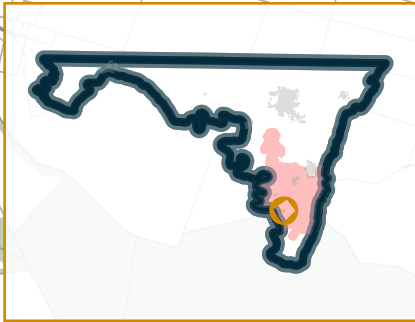
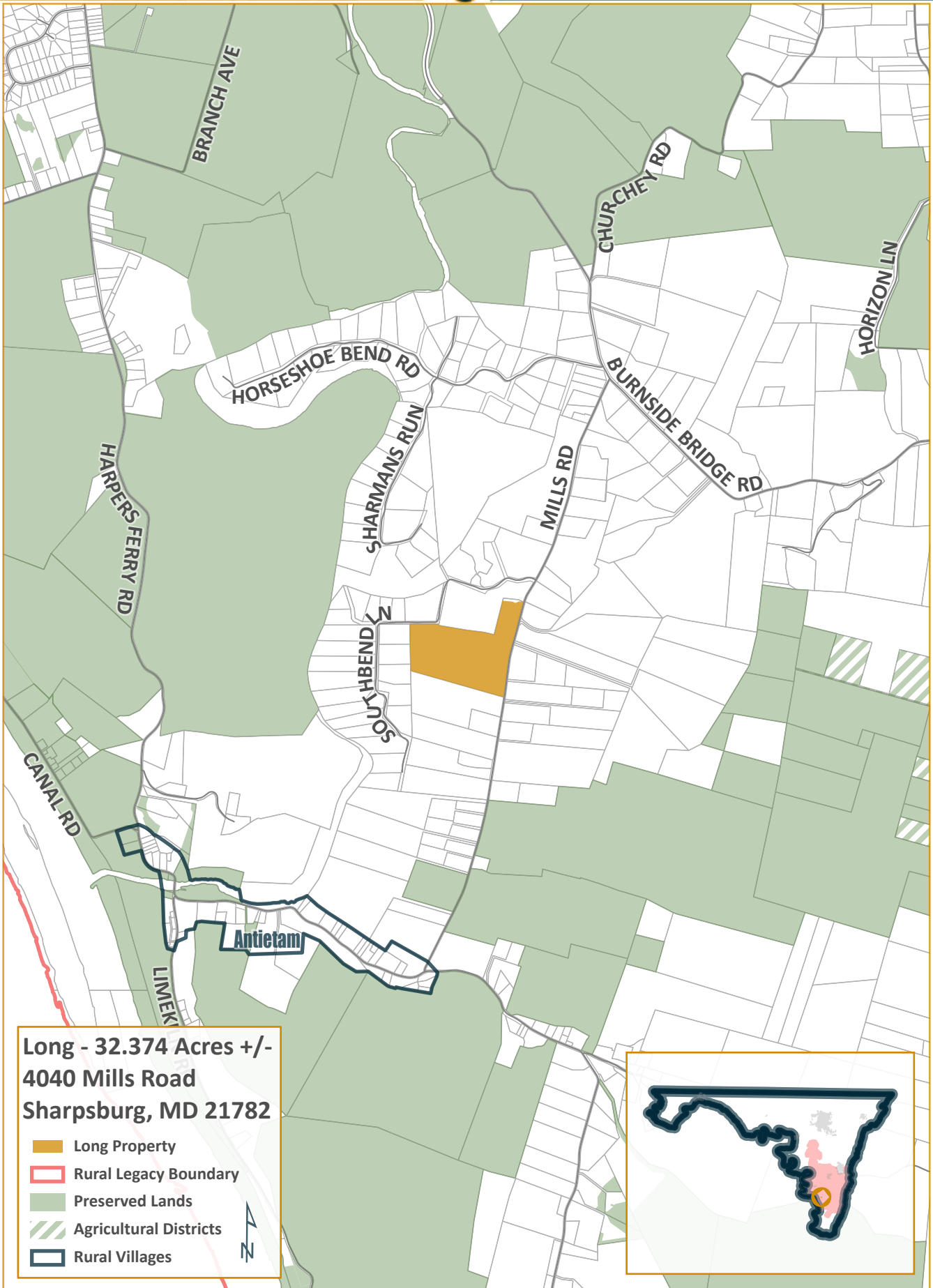


Long - 32.374 Acres +/-  
4040 Mills Road  
Sharpsburg, MD 21782

-  Long Property
-  Streams
-  Lakes and Ponds







**AN ORDINANCE TO APPROVE THE PURCHASE OF A CONSERVATION  
EASEMENT UNDER THE MARYLAND RURAL LEGACY PROGRAM  
(Re: *Long RLP Easement*)**

RECITALS

1. The Maryland Rural Legacy Program (“RLP”) provides the funding necessary to protect large, contiguous tracts of land and other strategic areas from sprawl development and to enhance natural resource, agricultural, forestry and environmental protection through cooperative efforts among State and local governments.

2. Protection is provided through the acquisition of easements and fee estates from willing landowners and the supporting activities of Rural Legacy Sponsors and local, State, and federal governments.

3. For FY 2019, Washington County (the "County") was awarded a RLP grant totaling \$2,301,545.00 (the "RLP Funds").

4. Darren Thomas Long and Amy Perkins Long (formerly known as Amy Christine Perkins) (collectively, the “Property Owner”) is the fee simple owner of real property consisting of 32.374 acres, more or less, (the “Property”) in Washington County, Maryland. The Property is more particularly described on Exhibit A attached hereto.

5. The County has agreed to pay the sum of approximately Eighty-Four Thousand Dollars (\$84,000.00), which is a portion of the RLP Funds, to the Property Owner for a Deed of Conservation Easement on the Property (the “Long RLP Easement”).

THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland, that the purchase of a conservation easement on the Property be approved and that the President of the Board and the County Clerk be and are hereby authorized and directed to execute and attest, respectively, all such documents for and on behalf of the County relating to the purchase of the Long RLP Easement.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

\_\_\_\_\_  
Krista L. Hart, Clerk

BY: \_\_\_\_\_  
Jeffrey A. Cline, President

Approved as to legal sufficiency:

\_\_\_\_\_  
Kendall A. McPeak  
Deputy County Attorney

Mail to:

Office of the County Attorney  
100 W. Washington St., Suite 1101  
Hagerstown, MD 21740

EXHIBIT A  
DESCRIPTION OF EASEMENT PROPERTY

All that piece or parcel of land, and all the rights, ways, privileges and appurtenances thereunto belonging or in anywise appertaining, situate on the West side of Mills Road, in Election District No. 1, Washington County, Maryland, and being more particularly described in accordance with a survey made by Christina Land Surveys, LLC, as follows:

BEGINNING for the same at a mag-nail set near the middle of Mills Road, said mag-nail being at the Easterlymost corner of Lot 10R as shown on a Plat entitled "Replat of Lot 10R-Paul Mull Subdivision" recorded at Plat Folio 3850 among the Plat Records of Washington County, Maryland, thence leaving said road and running with and binding on the Northerlymost line of said Plat and to continue past the following course and distance: North 75 degrees 21 minutes 18 seconds West 1460.86 feet passing over a rebar found at 1.36 feet from the end hereof to a rebar and cap marked "Christina" set on the Easterlymost line of Line 3 on a plat entitled "Preliminary/Final Plat of William J. Hancock, et ux" recorded at Plat Folio 3188 among the aforesaid Plat Records; thence running with and binding on the said line in part and reversely and to continue on the Easterlymost line of Lot 2 reversely of said Plat and to leave said Plat and to continue on the Easterlymost line of Lot 1 reversely of the lands conveyed to David A. Ritenour and Lisa K. Ritenour by a Deed recorded in Liber 2359, Folio 607 among the Land Records of Washington County, Maryland, to the Northeasterlymost corner of said Lot 1, the following course and distance: North 02 degrees 49 minutes 31 seconds West 693.67 feet to a rebar and cap marked "Christina" set on the Southerly side of a 50-foot access easement and Plat outline as shown on the Plat entitled "Section 'A' of Sharman's Run" recorded at Plat Folio 380 among the aforesaid Plat Records; thence leaving aforesaid Lot 1 and running with and binding on said Sharman's Run Plat outline in part the following course and distance: North 87 degrees 58 minutes 08 seconds East 448.51 feet to an ancient post found at the beginning of the South 10 degrees 56 minutes West 9.4 line of Parcel No. 2 of the lands conveyed to Ruth J. Schneck by Deed recorded in Liber 1612, Folio 22 among the aforesaid Land Records; thence running with and binding on said line the following course and distance: South 12 degrees 08 minutes 56 seconds West 9.31 feet to an ancient post found; thence running with and binding on the Southerly side of said Schneck lands the following three (3) courses and distances: South 81 degrees 57 minutes 53 seconds East 428.60 feet to rebar and cap marked "Christina," set; thence South 84 degrees 13 minutes 03 seconds East 261.52 feet to an ancient post found; thence South 77 degrees 52 minutes 05 seconds East 150.12 feet to a rebar and cap marked "Christina," set; thence with the Easterly line of said Schneck lands the following course and distance: North 12 degrees 49 minutes 00 seconds East 562.55 feet to a rebar and cap marked "Christina," set about 40 feet North of the North bank of Sharman's Branch; thence leaving said Schneck lands and running with the outline being described herein the following two (2)

courses and distances: South 85 degrees 00 minutes 58 seconds East 228.26 feet to a rebar and cap marked "Christina," set about 40 feet North of the North bank of Sharman's Branch; thence crossing said branch South 66 degrees 41 minutes 03 seconds East 89.97 feet to a mag-nail set near the middle of Mills Road; thence with and near the middle of Mills Road the following five (5) courses and distances: South 13 degrees 27 minutes 01 second West 605.21 feet to a spike found; thence South 13 degrees 26 minutes 43 seconds West 253.97 feet to a spike found; thence South 06 degrees 28 minutes 30 seconds West 292.64 feet to a spike found; thence South 05 degrees 34 minutes 18 seconds West 287.64 feet to a mag-nail, set; thence South 07 degrees 22 minutes 47 seconds West 31.84 feet to the point of beginning; containing 1,421,204 square feet or 32.6264 acres, more or less;

***SAVING AND EXCEPTING THEREFROM THE FOLLOWING:***

- [a] that parcel of land containing 2,396 square feet or 0.0550 acres of land, more or less, and approximately 17,505 square feet or 0.4019 acres of land, more or less, conveyed from Alireza Mohadjer and Leyla Mohadjer to [the] Board of County Commissioners of Washington County, Maryland, by Deed dated September 3, 2009 and recorded in Liber 3738, Folio 339 among the aforesaid Land Records; and
- [b] that parcel of land containing 0.2524 acres, more or less, depicted as "Parcel A" on a Plat prepared by Apex Land Solutions, LLC entitled " "Exhibit (B)" Metes & Bounds Survey Parcel to be Conveyed from Long, Darren T. & Amy C. to Reinhardt, William & Ruth," dated 12/19/2018 and intended to be recorded among the Land Records of Washington County, Maryland.

THE street address of the herein described property is currently known and designated as 4040 Mills Road, Sharpsburg, Maryland.

BEING part of (the remaining lands) the property which was conveyed from Alireza Mohadjer and Leyla Mohadjer to Darren Thomas Long and Amy Christine Perkins, as tenants by the entirety, by Deed dated February 17, 2017 and recorded in Liber 5484, Folio 122 among the Land Records of Washington County, Maryland.

BASED on Assessment Records and the parcels excepted above, the herein described property contains 32.374 acres, more or less.





## Agenda Report Form

### Open Session Item

**SUBJECT:** Kemp Rural Legacy Program (RLP) Easement

**PRESENTATION DATE:** June 4, 2019

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

**RECOMMENDED MOTION:** Move to approve the Paul F. & Joli A. Kemp RLP Easement project, in the amount of \$135,480.00 for 46.16 easement acres, paid for 100% by the Maryland Department of Natural Resources, and to adopt an ordinance approving the easement purchase and to authorize the execution of the necessary documentation to finalize the easement purchase.

**REPORT-IN-BRIEF:** The Kemp property is located at 20644 Park Hall Rd., Rohrersville. The Rural Legacy Easement will serve to permanently preserve a valuable scenic, environmental, agricultural and historic property in the County. The horse and hay farm contains about 19 acres of hayland, 6 acres of pasture and about 20 acres of woodland. The Kemp property lies in a part of Washington County near Rohrersville which was heavily trafficked during the Civil War and the Battles of South Mountain and Antietam. It lies on the Park Hall Historic Landscape and contains a 19<sup>th</sup> century witness tree.

The farm is in an area of the County close to thousands of acres of preserved farmland near Antietam Battlefield and will serve to add to the current block of protected lands. Four (4) development rights will be extinguished with this easement. Since 1998, Washington County has been awarded more than \$22 million to purchase Rural Legacy easements on more than 6,550 acres near Antietam Battlefield in the Rural Legacy Area. RLP is a sister program to the Maryland Agricultural Land Preservation Program (MALPP) and includes the protection of environmental and historic features in addition to agricultural parameters. RLP uses an easement valuation system (points) to establish easement value rather than appraisals used by MALPP.

**DISCUSSION:** For FY 2019, Washington County was awarded RLP grants totaling \$2,301,545. The Kemp RLP Easement uses part those funds. Easement applicants were previously ranked based on four main categories: the number of development rights available, the quality of the land/land management (agricultural component), natural resources (environmental), and the historic value.

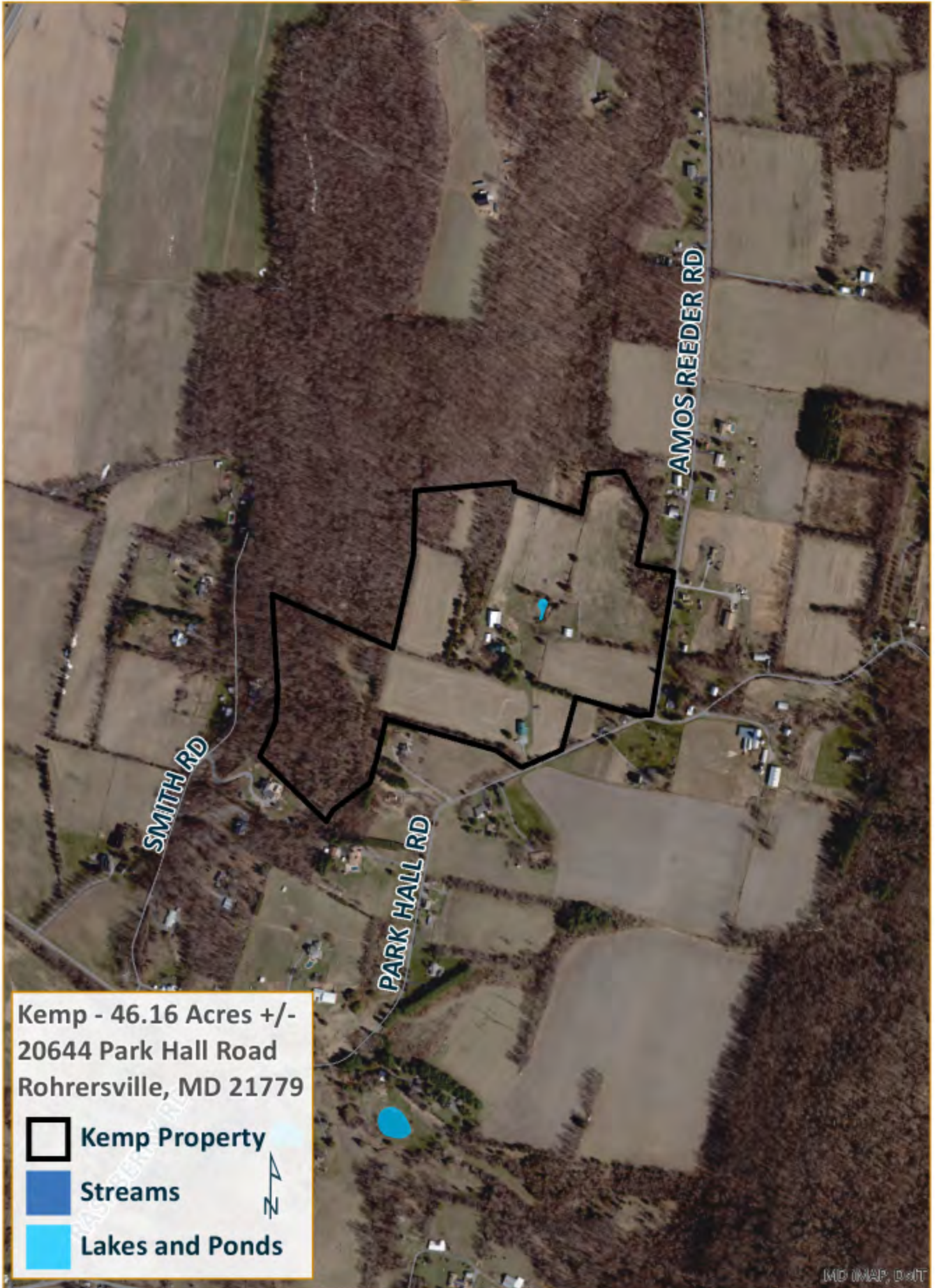
**FISCAL IMPACT:** RLP funds are 100% State dollars, mainly from DNR Open Space funds. In addition to the easement funds, we receive up to 3% of the easement value for administrative costs, a mandatory 1.5% for compliance/monitoring costs, and funds to cover all of our legal/settlement costs.

**CONCURRENCES:** Both the State RLP Board and the State Department of Natural Resources (DNR) staff have approved and support our program. A final money allocation will be approved by the State Board of Public Works.




**ALTERNATIVES:** If Washington County rejects State funds for RLP, the funds will be allocated to other counties in Maryland.

**ATTACHMENTS:** Aerial Map, Location Map, Ordinance

**AUDIO/VISUAL NEEDS:** N/A



Kemp - 46.16 Acres +/-  
20644 Park Hall Road  
Rohrersville, MD 21779

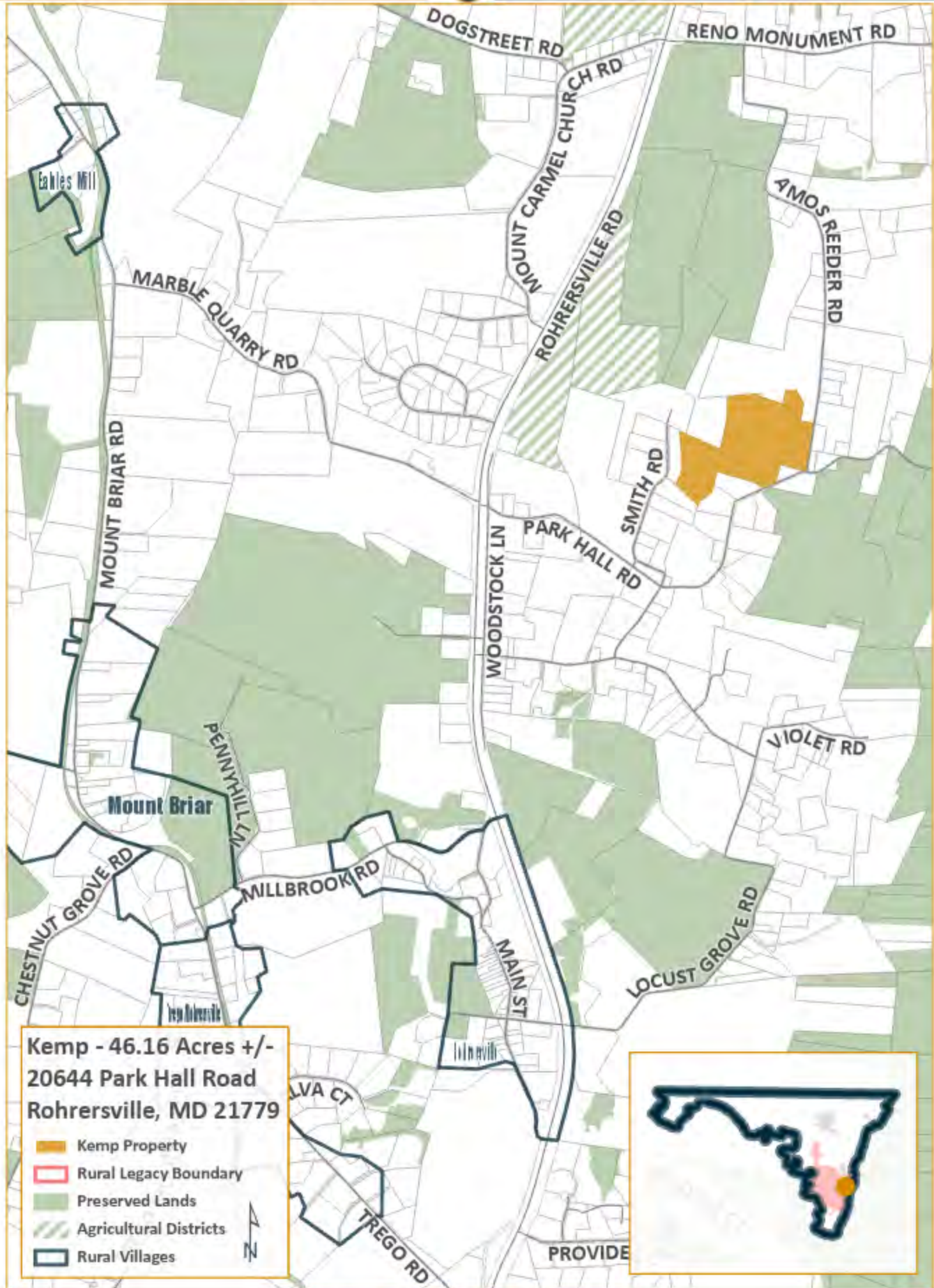
-  Kemp Property
-  Streams
-  Lakes and Ponds



MD INMAP, D&T







**AN ORDINANCE TO APPROVE THE PURCHASE OF A CONSERVATION  
EASEMENT UNDER THE MARYLAND RURAL LEGACY PROGRAM  
(Re: *Kemp RLP Easement*)**

RECITALS

1. The Maryland Rural Legacy Program (“RLP”) provides the funding necessary to protect large, contiguous tracts of land and other strategic areas from sprawl development and to enhance natural resource, agricultural, forestry and environmental protection through cooperative efforts among State and local governments.

2. Protection is provided through the acquisition of easements and fee estates from willing landowners and the supporting activities of Rural Legacy Sponsors and local, State, and federal governments.

3. For FY 2019, Washington County (the "County") was awarded a RLP grant totaling \$2,301,545.00 (the "RLP Funds").

4. Paul F. Kemp, Trustee of the Paul Francis Kemp Revocable Trust, and Joli Ann Hernandez Kemp, Trustee of the Joli Ann Hernandez Kemp Revocable Trust (collectively, the “Property Owner”) are the fee simple owners of real property consisting of 46.16 acres, more or less, (the “Property”) in Washington County, Maryland. The Property is more particularly described on Exhibit A attached hereto.

5. The County has agreed to pay the sum of approximately One Hundred Thirty-Five Thousand Four Hundred Eighty Dollars (\$135,480.00), which is a portion of the RLP Funds, to the Property Owner for a Deed of Conservation Easement on the Property (the “Kemp RLP Easement”).

THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland, that the purchase of a conservation easement on the Property be approved and that the President of the Board and the County Clerk be and are hereby authorized and directed to execute and attest, respectively, all such documents for and on behalf of the County relating to the purchase of the Kemp RLP Easement.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

\_\_\_\_\_  
Krista L. Hart, Clerk

BY: \_\_\_\_\_  
Jeffrey A. Cline, President

Approved as to legal sufficiency:

\_\_\_\_\_  
Kendall A. McPeak  
Deputy County Attorney

Mail to:

Office of the County Attorney  
100 W. Washington St., Suite 1101  
Hagerstown, MD 21740

EXHIBIT A  
DESCRIPTION OF EASEMENT PROPERTY

All that farm, tract, or parcel of land, and all the rights, ways, privileges and appurtenances thereunto belonging or in anywise appertaining, situate in Election District No. 8, Washington County, Maryland, and being more particularly described in accordance with the description contained in the Deed recorded in Liber 5182, Folio 372 among the Land Records of Washington County, Maryland, as follows:

BEGINNING at a stone situate on the South marginal line of the County Road leading from Locust Grove to Park Hall School, where the same is intersected by the County Road leading to Boonsboro, thence along the South marginal line of a private lane North 74 degrees 40 minutes West 374 feet to a stone in a ditch; thence South 17 degrees 10 minutes West 270 feet to a point in the middle of the above mentioned County Road; thence along the middle of the said County Road South 65 degrees 15 minutes West 201 feet; thence leaving said County Road North 57 degrees West 195 feet to a post; thence North 75 degrees West 632 feet to a post; thence South 11 degrees West 296 feet to a post; thence South 32 degrees West 50 feet to a point; thence South 41 degrees 45 minutes West 193 feet to a point; thence South 17 degrees 45 minutes West 50 feet to a post; thence North 48 degrees 20 minutes West 469 feet to a point; thence North 28 degrees 5 minutes East 200 feet to a point; thence North 00 degrees 40 minutes West 165 feet to a stone; thence North 4 degrees 45 minutes West 470 feet to a stone; thence South 70 degrees East 175 feet to a point; thence South 63 degrees 55 minutes East 467 feet to a stone; thence North 14 degrees East 402 feet to a post; thence North 5 degrees 50 minutes East 389 feet to a point; thence North 85 degrees 00 minutes 491 feet to a point; thence South 2 degrees 15 minutes West 42 feet to a post; thence South 71 degrees 00 minutes East 365 feet to a point; thence North 12 degrees 50 minutes East 206 feet to a post; thence North 84 degrees 30 minutes East 157 feet to a post; thence South 29 degrees East 224 feet to a post; thence South 9 degrees 25 minutes West 269 feet to a post; thence South 83 degrees 15 minutes East 204 feet to a point in the center of the County Road leading to Boonsboro; thence along the middle of the said County Road South 7 degrees 40 minutes West 751 feet to the point of beginning; containing 46.16 acres of land, more or less. The street address of the herein described property is currently known and designated as 20644 Park Hall Road, Rohrersville, Maryland.

BEING all of the same property which was conveyed from Paul F. Kemp and Joli A. Kemp to Paul F. Kemp, Trustee of the Paul F. Kemp Revocable Trust, and Joli Ann Hernandez Kemp, Trustee of the Joli Ann Hernandez Kemp Revocable Trust, by Deed dated February 8, 2016 and recorded in Liber 5182, Folio 372 among the Land Records of Washington County, Maryland.



## Agenda Report Form

### Open Session Item

**SUBJECT:** Hoffman Rural Legacy Program (RLP) Easement

**PRESENTATION DATE:** June 4, 2019

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

**RECOMMENDED MOTION:** Move to approve the Beverly Ann Hoffman RLP Easement project, in the amount of \$53,430.00 for 19.81 easement acres, paid for 100% by the Maryland Department of Natural Resources, and to adopt an ordinance approving the easement purchase and to authorize the execution of the necessary documentation to finalize the easement purchase.

**REPORT-IN-BRIEF:** The Hoffman property is located at 7070 Fairplay Road, Sharpsburg. The Rural Legacy Easement will serve to permanently preserve a valuable scenic, environmental, agricultural and historic property in the County. The horse farm contains about 8 acres of pasture, 3 acres of hay and about 7 acres of woodland. The Hoffman property lies in a part of Washington County near Sharpsburg which was heavily trafficked during the Civil War and the Battle of Antietam. It lies on historic Fairplay Road and contains a historic stone house.

The farm is contiguous to thousands of acres of preserved farmland which abuts Antietam Battlefield and will serve to fill a hole in the current block of protected lands. Four (4) development rights will be extinguished with this easement. Since 1998, Washington County has been awarded more than \$22 million to purchase Rural Legacy easements on more than 6,550 acres near Antietam Battlefield in the Rural Legacy Area. RLP is a sister program to the Maryland Agricultural Land Preservation Program (MALPP) and includes the protection of environmental and historic features in addition to agricultural parameters. RLP uses an easement valuation system (points) to establish easement value rather than appraisals used by MALPP.

**DISCUSSION:** For FY 2019, Washington County was awarded RLP grants totaling \$2,301,545. The Hoffman RLP Easement uses part those funds. Easement applicants were previously ranked based on four main categories: the number of development rights available, the quality of the land/land management (agricultural component), natural resources (environmental), and the historic value.

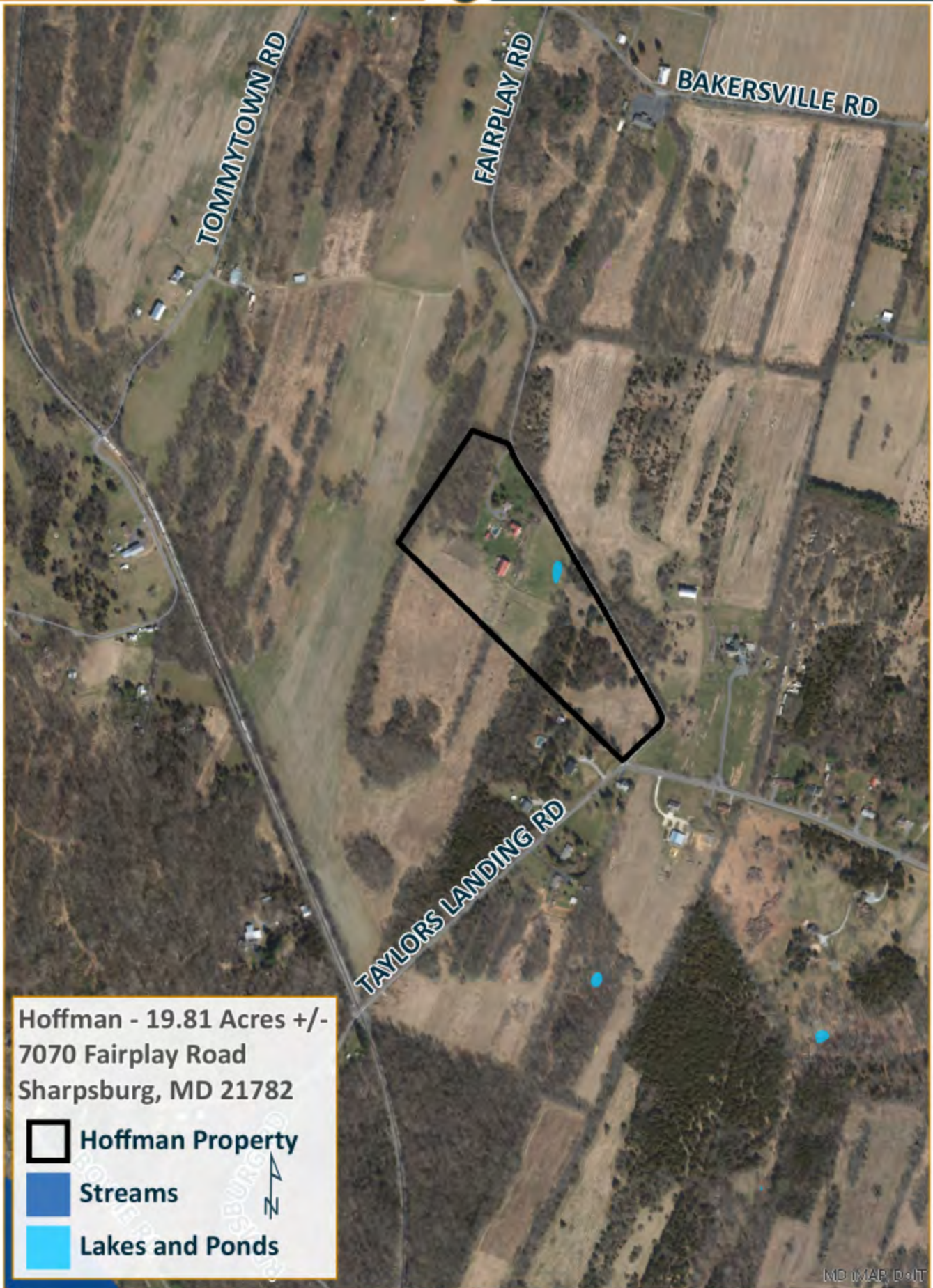
**FISCAL IMPACT:** RLP funds are 100% State dollars, mainly from DNR Open Space funds. In addition to the easement funds, we receive up to 3% of the easement value for administrative costs, a mandatory 1.5% for compliance/monitoring costs, and funds to cover all of our legal/settlement costs.

**CONCURRENCES:** Both the State RLP Board and the State Department of Natural Resources (DNR) staff have approved and support our program. A final money allocation will be approved by the State Board of Public Works.

**ALTERNATIVES:** If Washington County rejects State funds for RLP, the funds will be allocated to other counties in Maryland.

**ATTACHMENTS:** Aerial Map, Location Map, Ordinance

**AUDIO/VISUAL NEEDS:** N/A

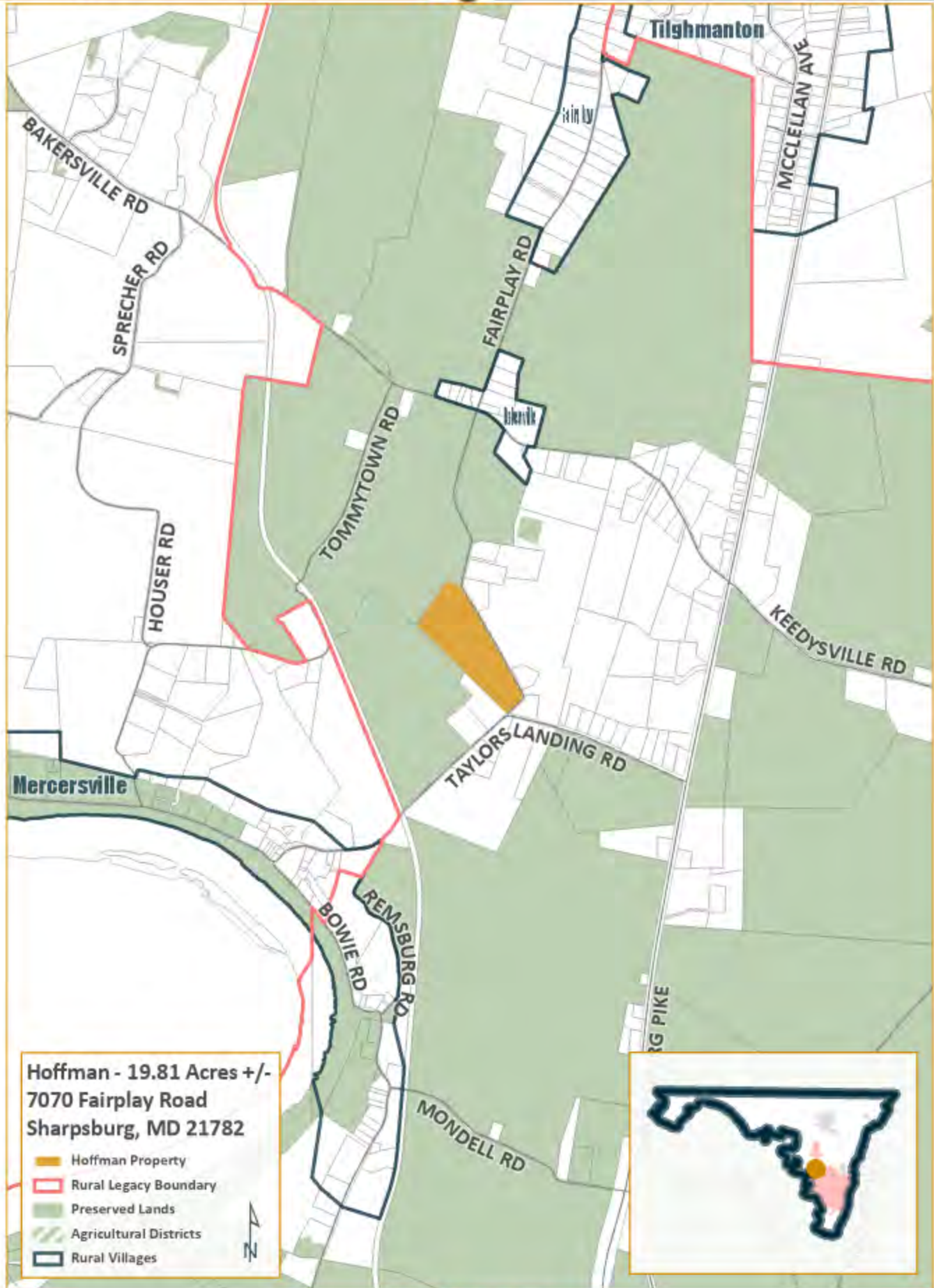


Hoffman - 19.81 Acres +/-  
7070 Fairplay Road  
Sharpsburg, MD 21782

- Hoffman Property
- Streams
- Lakes and Ponds

SHARPSBURG, MD  
N

MD IMAP, D&T



**AN ORDINANCE TO APPROVE THE PURCHASE OF A CONSERVATION  
EASEMENT UNDER THE MARYLAND RURAL LEGACY PROGRAM  
(Re: *Hoffman RLP Easement*)**

RECITALS

1. The Maryland Rural Legacy Program (“RLP”) provides the funding necessary to protect large, contiguous tracts of land and other strategic areas from sprawl development and to enhance natural resource, agricultural, forestry and environmental protection through cooperative efforts among State and local governments.

2. Protection is provided through the acquisition of easements and fee estates from willing landowners and the supporting activities of Rural Legacy Sponsors and local, State, and federal governments.

3. For FY 2019, Washington County (the "County") was awarded a RLP grant totaling \$2,301,545.00 (the "RLP Funds").

4. Beverly Ann Hoffman (the “Property Owner”) is the fee simple owner of real property consisting of 19.81 acres, more or less, (the “Property”) in Washington County, Maryland. The Property is more particularly described on Exhibit A attached hereto.

5. The County has agreed to pay the sum of approximately Fifty-Three Thousand Four Hundred Thirty Dollars (\$53,430.00), which is a portion of the RLP Funds, to the Property Owner for a Deed of Conservation Easement on the Property (the “Hoffman RLP Easement”).

THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland, that the purchase of a conservation easement on the Property be approved and that the President of the Board and the County Clerk be and are hereby authorized and directed to execute and attest, respectively, all such documents for and on behalf of the County relating to the purchase of the Hoffman RLP Easement.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2019.



ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

\_\_\_\_\_  
Krista L. Hart, Clerk

BY: \_\_\_\_\_  
Jeffrey A. Cline, President

Approved as to legal sufficiency:

\_\_\_\_\_  
Kendall A. McPeak  
Deputy County Attorney

Mail to:

Office of the County Attorney  
100 W. Washington St., Suite 1101  
Hagerstown, MD 21740

EXHIBIT A  
DESCRIPTION OF EASEMENT PROPERTY

All that lot or parcel of land, and all the rights, ways, privileges and appurtenances thereunto belonging or in anywise appertaining, situate along the Southwest side of Vickers Road at its intersection with Taylor's Landing Road, in Election District No. 12, Washington County, Maryland, and being more particularly described as follows:

BEGINNING at a planted stone at the end of the first line of Parcel No. 1 of the Deed from Charles F. Wagaman, Trustee, to Ella O. Scheller and Jacob D. Scheller, her husband, dated August 24, 1960 and recorded in Liber 360, Folio 362 among the Land Records of Washington County, Maryland, and running thence with the second line of said parcel as fenced South 26 degrees 57 minutes West 151.64 feet to a post; and South 32 degrees 17 minutes West 510.0 feet to a post; thence leaving the lines of said Deed and cutting across the tract South 44 degrees 35 minutes 31 seconds East 1522.42 feet to the center of Vickers Road at its intersection with Taylor's Landing Road; thence along or near the middle of said road North 47 degrees 17 minutes East 301.37 feet to a point thence North 27 degrees 21 minutes West 325.63 feet to a point; thence North 28 degrees 26 minutes West 1219.88 feet to a point; thence leaving the middle of said road and running back therefrom along the existing fence line North 68 degrees 58 minutes West 234.3 feet to the point of beginning; containing 19.81 acres of land, more or less; the street address of which is currently known and designated as 7070 Fairplay Road, Sharpsburg, Maryland.

BEING the same property which was conveyed from Betty L. Wathne to Beverly Ann Hoffman by Deed dated October 31, 2018 and recorded in Liber 5865, Folio 320 among the Land Records of Washington County, Maryland; AND BEING the same property which was conveyed from Robert E. Bonnet and Naia H. Bonnet to Beverly Ann Hoffman by Confirmatory and Quit-Claim Deed dated March 22, 2019 and recorded in Liber 5944, Folio 26 among the aforesaid Land Records.



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Review of Washington County Addressing Ordinance

**PRESENTATION DATE:** June 4, 2019

**PRESENTATION BY:** Jill Baker, Deputy Director, Department of Planning and Zoning

**RECOMMENDED MOTION:** No motion needed

**REPORT-IN-BRIEF:** At the May 14, 2019 regular meeting of the Board of County Commissioners a presentation was given to inform commissioners of the progress being made in the implementation of the Next Generation 911 technology. The commissioners were asked to approve a memorandum of understanding (MOU) between the County and eight of the nine incorporated municipalities (excluding the City of Hagerstown) that would transfer authority for address assignment and maintenance solely to the County. As part of the MOU a reference was included naming the County Addressing Ordinance as the governing document for address assignment and maintenance. The Commissioners had concerns regarding violations and penalties that may be assigned as part of the Ordinance and have asked Staff to provide further information regarding this topic.

**DISCUSSION:** The Addressing Ordinance for Washington County, Maryland was adopted and effective on December 18, 2012. The Ordinance is only effective for areas outside of incorporated municipalities. The purpose of the Ordinance is to provide a reliable and consistent system of assigning unique addresses to habitable structures, commercial and industrial structures, communication towers, and certain public utilities in the County in order to promote the public health safety and welfare of our citizens. Because one of the most crucial uses of addresses is to locate people in times of emergency, the Ordinance is implemented through standards and practices commonly used in other jurisdictions across the country to provide as much consistency and uniformity as possible. As with any Ordinance there are defined consequences for not adhering to the regulations established in the document. The stated penalties for violations of the Ordinance are only pursued as a means of last resort when a person wantonly and/or knowingly violates these protocols and that these actions are harmful to either themselves or others around them. As adopted by Resolution RS-2012-21 (attached herein) the penalty for violation of the Addressing Ordinance is \$75 day that a violation continues after due notice has been served.

To clarify the association of the Washington County Addressing Ordinance with the upcoming NextGen 911 project, the County is asking local municipalities to agree to allow our staff to

assign address to all NEW development and approve NEW road names. We are also asking all municipalities to work with the County to identify and correct addressing errors that may cause confusion or delays in emergency response times. Per recital #11 of the proposed MOU, “The County shall not be responsible for enforcement inside of Town municipal boundaries.”

**FISCAL IMPACT:** N/A

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Addressing Ordinance for Washington County, Maryland  
Resolution RS-2012-21 Establishing the Penalty Violation of the Addressing  
Ordinance for Washington County Maryland.

**AUDIO/VISUAL NEEDS:** N/A

**ADDRESSING ORDINANCE FOR  
WASHINGTON COUNTY, MARYLAND**

**ADOPTED AND EFFECTIVE DECEMBER 18, 2012**

**ADDRESSING ORDINANCE  
FOR WASHINGTON COUNTY, MARYLAND**

**Article 1. Authority and Purpose**

**1.1. Authority.** These regulations are based on the statutory authority contained in the Land Use Article of the Annotated Code of Maryland.

**1.2. Purpose.** The purpose of this Ordinance is to provide a reliable and consistent system of assigning unique addresses to habitable structures, commercial and industrial structures, communication towers, and certain public utilities within Washington County (*County*), and to promote the public health, safety, and welfare in the following ways.

- A. By improving the response time of law enforcement, fire, ambulance, and other emergency services;
- B. By maintaining a standardized numbering system for assigning addresses;
- C. By creating a standardization for road naming;
- D. By providing a set of standards for displaying the addresses of a property or structure;
- E. By establishing a process for rectifying pre-existing addressing errors;
- F. By preventing and resolving duplication of addresses and road names, confusing or misleading addresses and road names, and multiple addresses for a single location;
- G. By improving the delivery of public services such as, but not limited to, building inspections, road maintenance and repair, soil

evaluations, utility service, health inspections, property tax administration, parcel mapping, school redistricting, bus routing, and various other public services; and

H. By providing a basis for various County departments to coordinate via Geographic Information Systems (GIS) mapping capabilities.

**1.3. Municipalities.** This Ordinance is not binding on any incorporated city or town, unless said city or town shall adopt its provisions by resolution or otherwise, whereby said city or town will fully comply with this ordinance.

**1.4. Authoritative Body.** This Ordinance will be enforced by the Director of the Department of Planning and Zoning (*Department*) or the Director's duly-authorized agent, in order to assign or correct addressable structure numbers and assign, approve, or change road names, as required herein and in coordination with the Division of Emergency Services.

## **Article 2. Definitions**

**2.1. Definitions.** The following words and phrases when used in this ordinance shall have the meaning ascribed to them in this section unless the context clearly indicates a different meaning.

### **2.2. Words and Phrases.**

A. Access – A means of ingress and egress from a building or the entrance to a parcel of land.

B. Address – The combination of structure number and road name.

C. Addressable Structure – Any permanent building used for human habitation or gathering or any commercial or industrial

structure, communication tower, or public utility structures concentrated at a single site.

D. E911 – Refers to the Washington County Division of Emergency Services, Department of Emergency Communications.

E. Map – The official digital address map that is used by E911 and maintained by the Department.

F. Owner – Any person, firm, entity, partnership, trust, corporation, association, or other organization that owns the fee simple title to, or has an undivided interest in, any real property.

G. Private Road – Any road that has not been dedicated to the County and is still privately owned.

H. Public Road – Any road that is maintained by the Board of County Commissioners of Washington County, Maryland or the State of Maryland, with taxpayer funds.

I. Road – Any public or private path for vehicular traffic that has been named for E911 purposes.

J. Road List – The list of reserved and approved road names maintained by the Department.

### **Article 3. Naming and Renaming of Roads**

**3.1. Road Naming.** All road names are subject to the approval of the Department with input from E911.

A. All new road names in the County will not duplicate or sound like an existing road name in the county and will be easy to pronounce and spell.



**B.** All road names will not duplicate, or be similar in pronunciation to the name of any recorded or proposed subdivision, unless said road is within the bounds of the subdivision.

**C.** Certain words are expressly prohibited for use as road names in the County due to their overabundant use in existing road names. The list of prohibited words will be maintained by the Department and will be made available upon request.

**D.** The following are expressly prohibited in road names:

1. Initials;
2. Suffixes as a primary road name;
3. Names with less than 3 characters; and
4. Special characters such as, but not limited, to hyphens, dashes, apostrophes, and other typographic symbols other than Arabic numbers or letters.

**3.2. New Roads.** New roads shall be created and named by either a land development plat or when more than 3 addressable structures or developable lots share an unnamed private access.

**A.** If by plat, then new roads shall follow the provisions of § 3.1 for road naming.

1. The developer or developer's representative shall be responsible for submitting road names to the Department for approval.
2. The development plat will not be approved until prospective road names are approved by the Department.

B. In instances where it is discovered that more than 3 addressable structures or developable lots share an unnamed private road, it will be named for E911 purposes.

1. All affected owners along the road will be notified that the road must be named pursuant to the provisions of this Ordinance.

2. Owners will be given the opportunity to submit road names for approval within 30 calendar days of being notified that the road must be named.

3. Once all owners have responded or 30 days has expired, whichever comes first, owners will be notified of the approved road names in the pool, as well as any submitted but denied road names, along with the reasons for any denials. Within 2 weeks of said notification, owners must respond with their preferred name from the pool. Fifty-one percent (51%) of the owners must choose the same road name.

4. If one name fails to receive a majority of the votes cast, and if a significant, but not majority, of owners select the same approved road name on the first attempt, then the Department will submit that name and a name of the County's choosing to owners. Within 2 weeks of the submittal, owners must respond with their preference amongst those two names. The name receiving the greatest number of votes will be assigned as the new road name.

**3.3. Renaming of Existing Roads.** A road may be renamed to correct duplicative or similarly-sounding road names.

A. When a road is found to have a duplicative or similarly-sounding name, it shall have its name changed to improve E911 response.

1. All affected owners along the road will be notified that the road name must be changed.

2. Owners will be given the opportunity to submit road names for approval within 30 calendar days of being notified that the road must be named.

3. Once all owners have responded or 30 days has expired, whichever comes first, owners will be notified of the approved road names in the pool, as well as any submitted but denied road names, along with the reasons for any denials. Within 2 weeks of said notification, owners must respond with their preferred name from the pool. Fifty-one percent (51%) of the owners must choose the same road name.

4. If one name fails to receive a majority of the votes cast, and if a significant, but not majority, of owners select the same approved road name on the first attempt, then the Department will submit that name and a name of the County's choosing to owners. Within 2 weeks of the submittal, owners must respond with their preference amongst those two names. The name receiving the greatest number of votes will be assigned as the new road name.

B. If an owner requests that an existing road name of a road contiguous to the owner's property be changed, then the following will apply.

1. All affected owners along the road will be notified by the owner that made the request.

2. Owners shall be given the opportunity to submit prospective road names for approval within 30 calendar days of the original request.

3. All affected owners must consent to the change of the road name. This approval shall be provided to the Department via signed letter from all owners indicating agreement to the road name and re-addressing, and the new name will be assigned to the road.

**3.4. Road Realignment Procedures.** When either Washington County or the State of Maryland realigns a roadway to improve traffic flow, the existing road name will apply to the new section of road.

A. If the realignment causes there to be a remaining section of old road bed serving addressed structures, then § 3.3.A. of this Ordinance shall apply.

B. If the realignment causes a change in property access points, then addressable structures will have new address numbers assigned pursuant to § 5.5.G. of this Ordinance.

#### **Article 4. Road Signage**

**4.1. New Road Signs.** Road signs in the County shall be constructed pursuant to the standards set forth in the latest adopted version of the Maryland Manual on Uniform Traffic Control Devices (MUTCD).

A. Road signs in a new subdivision shall be constructed at the owner's or developer's expense per the requirements of the Washington County Policy on Construction of Infrastructure for Acceptance and Ownership by Washington County (S-3), latest edition.

B. New road signs for private roads that E911 requires to be named shall be constructed at the County's expense.

C. New road signs for a road that has been renamed or newly named due to the request of owners shall be constructed at the owners' expense.

D. Road signs that are needed as a result of road realignment procedures shall be erected at either the County or the State's expense.

**4.2. Replacement of Road Signs.** Road signs shall be replaced, as needed, by the Washington County Highway Department or the State of Maryland, depending on which jurisdiction is responsible for the maintenance of the associated road.

#### **Article 5. Addressing**

**5.1. Addresses.** Addresses are based on the Washington County Grid System, which is comprised of a numerical component and a street name, with the numeric values increasing from west to east or from south to north, as designated on the official map maintained by the department.

**5.2. Application for an Address.** The following will be considered as an official application for an address.

A. A building permit application will be considered as a formal application for an address.

B. An entrance permit application will be considered as a formal application for an address.

C. A site plan submittal will be considered as a formal application for an address.

1. Required addresses must be shown on the approved final site plan.

2. The following note must be on the site plan. "Each address is based on the entrance location as shown on this plan. If an entrance is constructed at a different location, then the address for that lot will be VOID, and the owner/developer of the lot must reapply to the Department for a new address assignment."

D. A subdivision plat submittal will be considered as a formal application for an address.

1. Required addresses must be shown on final approved subdivision plat.

2. The following note must be on the site plan. "Each address is based on the entrance location as shown on this plan. If an entrance is constructed at a different location, then the address for that lot will be VOID, and the owner/developer of the lot must reapply to the Department for a new address assignment."

3. Corner lots shall not be addressed on a subdivision plat but will be addressed when an application for a building permit is made.

E. A request for an address may be made by an owner of a property, with the approval or denial of an address assignment being made on a case by case basis.

1. An owner will need to show proof of ownership of the property.

2. An owner will need a plot plan of their property showing where the entrance to the property will be located.

**5.3. Address of Structures.** Any addressable structure will receive a unique address as follows.

A. A single-family dwelling will receive one unique address.

B. A semi-detached dwelling will receive two unique addresses, one for each side.

C. A duplex will receive two unique addresses, one for each side.

D. A townhouse will receive one unique address for each unit of the building.

E. An apartment building will receive one unique address for the building.

1. The individual units in the building will be assigned an apartment number by the building owner.

2. The building owner shall provide two sets of floor plans to the Department showing where all the apartments are located within the apartment building with the apartment numbers shown.

3. Any change in the apartment numbering scheme shall require two new sets of floor plans to be submitted to the Department.

F. A condominium will receive one unique address for the building.

1. The individual units in the building will be assigned a unit number by the building owner.

2. The building owner shall provide two sets of floor plans to the Department showing where all the units are located within the Condominium with the unit numbers shown.

3. Any change in the unit numbering scheme shall require two new sets of floor plans to be submitted to the Department.

G. A mobile home will receive one unique address for the mobile home.

H. A commercial structure will receive one unique address for the building.

I. A strip mall will receive one unique address for each unit in the complex.

J. A mall will receive one unique address for the building.

1. The individual units in the building will be assigned a unit number by the building owner.

2. The building owner shall provide two sets of floor plans to the Department showing where all the units are located within the mall with the unit numbers shown.

3. Any change in the unit numbering scheme shall require two new sets of floor plans to be submitted to the Department.

K. A mixed-use structure will receive one unique address for the building.



L. An industrial building will receive one unique address for the building and may be assigned a secondary address for shipping and receiving at its owner's request, which will be determined on a case by case basis by the Department and E911 and at their sole discretion.

M. An institutional building will receive one unique address for the building.

N. A barn will receive one unique address for the building if it is being used as an office for agricultural purposes.

O. A communication tower will receive one unique address for the tower.

P. A public utility structure will receive one unique address for each structure or site.

**5.4. Display of Addresses.** The numeric portion of the address must be visibly displayed on every addressed structure, with the numbers required to be high contrast or reflective Arabic numerals and in the size required by the applicable building code.

A. Residential dwellings are required to have numbers affixed to the structure.

1. If the front of the dwelling is less than 25 feet from the roadway, then only the structure needs to be numbered.

2. If the front of the dwelling is more than 25 feet from the roadway, then both the structure and the access point need to be numbered with numbers affixed to the structure and access sign.

**B.** All other addressable structures are required to have numbers affixed to the structure.

1. If the front of the building is less than 25 feet from the roadway, then only the structure needs to be numbered.

2. If the front of the building is more than 25 feet from the roadway, then both the structure and the access point need to be numbered with numbers affixed to the structure and access sign.

**C.** Any structure having rear access by way of an adjacent alley, drive, right-of-way, or thoroughfare serving two or more structures are required to affix numbers to the rear of the structure, in addition to those required in the front.

**D.** Any newly-constructed addressable structure must have its address displayed in the manner proscribed by this Ordinance before a Use and Occupancy Certificate is issued by the Division of Plan Review and Permitting.

**5.5. Changing of Address Numbers.** Because of the nature of addressing, there will be times when an addressed structure needs to be assigned a new address number. An address number may be reassigned if:

**A.** The existing address number is not in sequence;

**B.** The existing address number does not run consecutively in the same direction as the address system;

**C.** The existing address number fails to observe the following odd-even protocol:

1. For west–east roads, even numbers will be on the north side and odd numbers will be on the south side of the road;

2. For south–north roads, even numbers will be on the west side and odd numbers will be on the east side of the road;

D. The existing address number is such that the assignment of address numbers for new structures is not practical;

E. A new road is constructed, realigned, or recognized, which results in the most appropriate address for a structure to be to the new road rather than to the existing road;

F. The existing address number is a duplicate of another existing address;

G. For any reason the entrance point to an addressed structure changes, then the current address for said structure may be voided and a new one assigned; or

H. The existing address number is deemed a threat to the public health, safety, or welfare.

#### **Article 6. Notification**

**6.1. Owner Notification of Address.** An owner will be notified of the address for new construction as follows.

**A. Building Permit.** The approved address shall be shown on the final approved building permit.

**B. Entrance Permit.** The approved address shall be shown on the final approved entrance permit.

**6.2. Notification of Address Change.** When an address change is deemed necessary, the following will be notified by letter:

- A. The property owner;
- B. The State Tax Assessment Office;
- C. The local U. S. Postal Office of the respective zip code where the address change occurs;
- D. E911; and
- E. Other agencies, as applicable on a case by case basis, at the discretion of the Department.

**6.3. Information to be included on Address Change Letter.** The following information will be included in a letter of address change:

- A. The owner's name;
- B. The existing address;
- C. The new address;
- D. The State Tax Assessments District Account number;
- E. The State Tax Assessments Parcel number;
- F. The acreage of the property; and
- G. The reason for the address change.

### **Article 7. Duty of Owners**

**7.1. Duty of Owners.** In order to preserve the continuity of the numbering system, it is the duty of the owner to procure the correct address number, as designated, and immediately fasten the number upon the building and at the access point from the road to the structure when required, pursuant to § 5.4 of this Ordinance. It shall also be the duty of the owner to inform their telephone and/or cellular telephone carriers of any change in their address for E911 purposes.

### **Article 8. Master Address File**

**8.1. Master Address File.** The Master Address File will be maintained and updated, in a digital format, as necessary by the Department.

**8.2. Users.** Due to the sensitive nature of some addressed sites in Washington County, the master address file will be restricted to certain types of users as determined by the Department and E911, in their sole discretion.

### **Article 9. Violations and Penalties**

**9.1. Violations.** Any owner found in violation of this Ordinance shall be guilty of a civil offense which shall be prosecuted in accordance with Article 23A, § 3(b) of the Annotated Code of Maryland. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

**9.2. Penalties.** The penalty for a civil offense shall be established by resolution of the Board of County Commissioners of Washington County, Maryland.

**Article 10. Effective Date**

**10.1. Effective Date.** This Ordinance shall be effective immediately upon adoption by the Board of County Commissioners of Washington County, Maryland.

RESOLUTION NO. RS-2012-21

*(Establishing the Penalty for Violation of the  
Addressing Ordinance for Washington County, Maryland)*

RECITALS

On December 18, 2012, the Board of County Commissioners of Washington County, Maryland (the "County") enacted An Ordinance to Enact the Addressing Ordinance for Washington County, Maryland (the "Ordinance").

Pursuant to Article 9 of the Ordinance, a violation of the Ordinance is a civil penalty. The amount of the civil penalty is to be established by the County by resolution.

The County desires to establish the civil penalty amount by resolution, as provided for in Section 9.2 of the Ordinance.

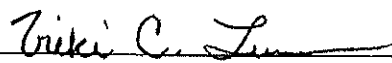
The County expressly finds that adoption of this resolution would be in the best interests of the citizens of Washington County.


NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND, that any violation of any provision of the Addressing Ordinance for Washington County, Maryland is a civil penalty in the amount of Seventy-Five Dollars (\$75.00).

Adopted and effective on the 18th day of December, 2012.


ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

  
Vicki C. Lumm, Clerk

  
Terry L. Baker, President

Approved as to form and  
legal sufficiency:

  
Kirk C. Downey  
Deputy County Attorney

Mail to:  
Office of the County Attorney  
100 W. Washington Street, Room 202  
Hagerstown, MD 21740

I:\ORDINANCE\FCO\FOREST CONSERVATION ORDINANCE-REV. 6(FCO-09-01)\RES\AMENDED RESOLUTION RE\_PBS.DOC





Open Session Item

**SUBJECT:** FY 2020 Annual Program Open Space Program

**PRESENTATION DATE:** June 4, 2019

**PRESENTATION BY:** Andrew Eshleman, P.E. Director, Public Works

**RECOMMENDED MOTION:** N/A for informational purposes only at this time

**REPORT-IN-BRIEF:** As per POS guidelines, each year the Board of County Commissioners is required to adopt the annual POS Program.

**DISCUSSION:** The various municipalities, Board of Education, Hagerstown Community College as well as the County submit projects for consideration for inclusion in the annual POS Program. Based upon anticipated funds available, a program is developed giving consideration to the priority ranking of the project given by its sponsor. The Recreation and Parks Advisory Board voted 5-0 at its 5/16 meeting to recommend the proposed schedule to the Board of County Commissioners for adoption. After adoption by the Board of County Commissioners, notification is provided to the sponsors as to which projects have been included in the program along with approval letters. This then allows the sponsors to apply for funding after July 1.

**FISCAL IMPACT:** Anticipated POS allocation for FY 2020, \$1,014,952 with potential for another \$180,367 to be received pending repayment processing of a State Outdoor Recreation Land Loan in HB 1407. The County has an unencumbered POS reserve balance of \$1,411,159.53.

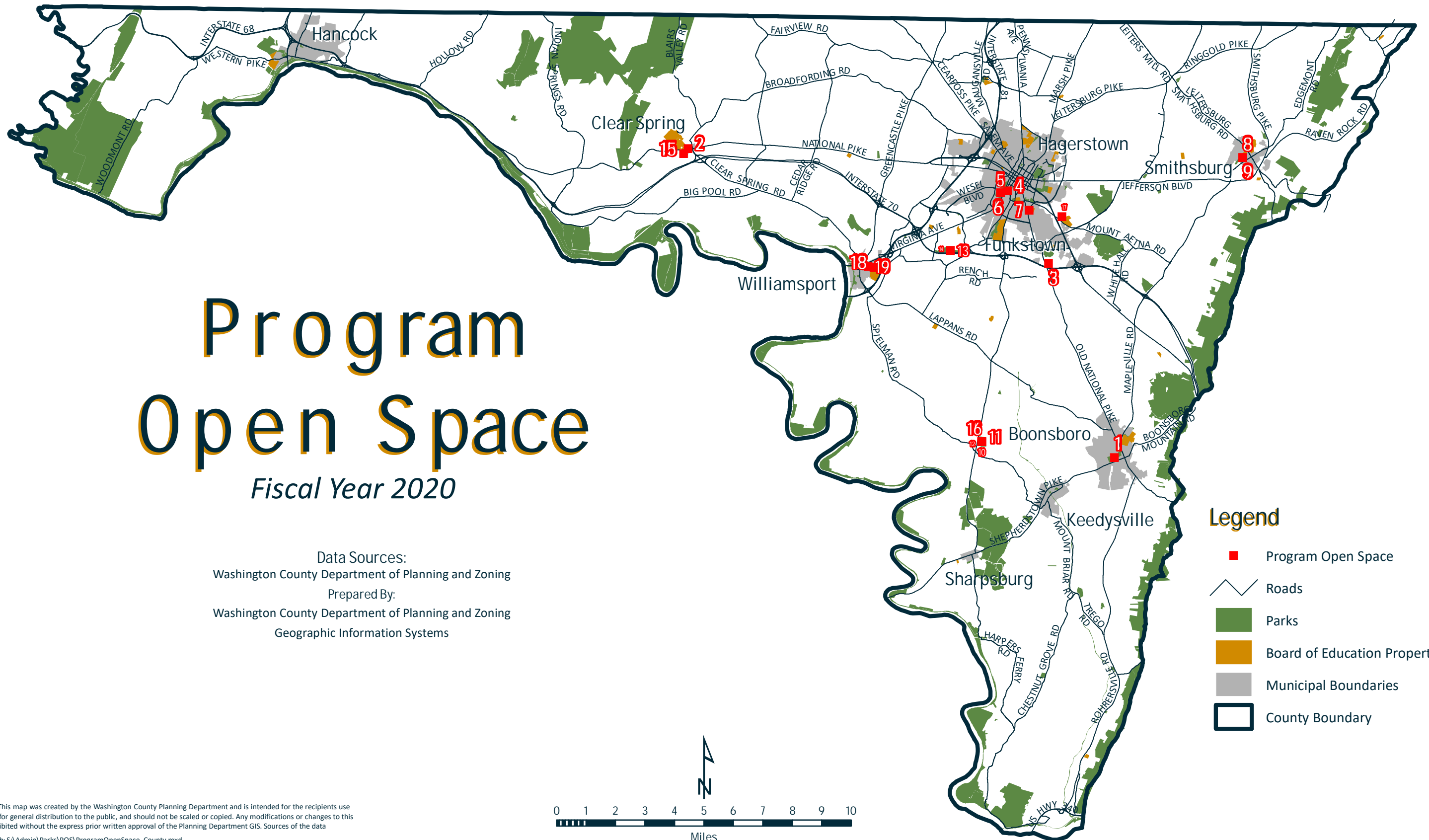
**CONCURRENCES:** Washington County Recreation and Parks Advisory Board

**ALTERNATIVES:** Adopt different projects than those recommended by the Washington County Recreation and Parks Advisory Board.

**ATTACHMENTS:** FY 2020 Annual POS Program and Map Book

**AUDIO/VISUAL NEEDS:** None





# Program Open Space

Fiscal Year 2020

Data Sources:  
Washington County Department of Planning and Zoning  
Prepared By:  
Washington County Department of Planning and Zoning  
Geographic Information Systems

### Legend

- Program Open Space
- Roads
- Parks
- Board of Education Properties
- Municipal Boundaries
- County Boundary



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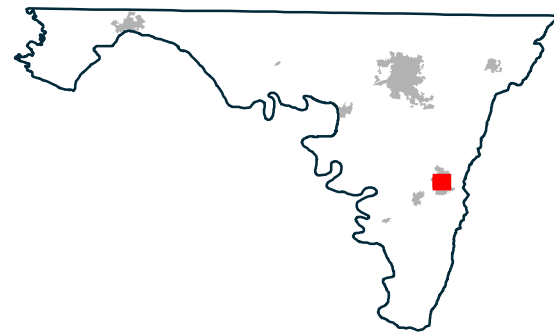


#1

## SHAFER PARK PAVEMENT OVERLAY

### Legend

- Roads
- Program Open Space
- Parcels
- Municipal Boundaries
- County Boundary



1 inch = 300 feet



### Data Sources:

Washington County Department of Planning and Zoning

Prepared By:

Washington County Department of Planning and Zoning

Geographic Information Systems

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Fiscal Year:2020



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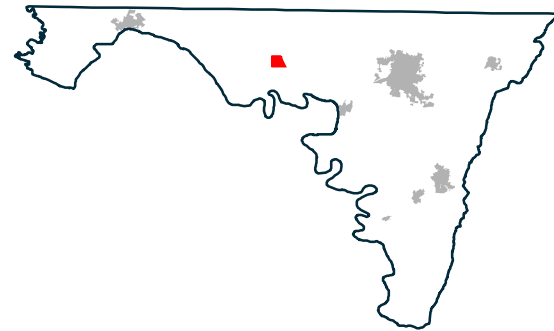


#2

## 114-116 CUMBERLAND STREET, DEMOLITION AND FOUNDER'S

### Legend

-  Roads
-  Program Open Space
-  Parcels
-  Municipal Boundaries
-  County Boundary



1 inch = 50 feet



#### Data Sources:

Washington County Department of Planning and Zoning

Prepared By:

Washington County Department of Planning and Zoning

Geographic Information Systems

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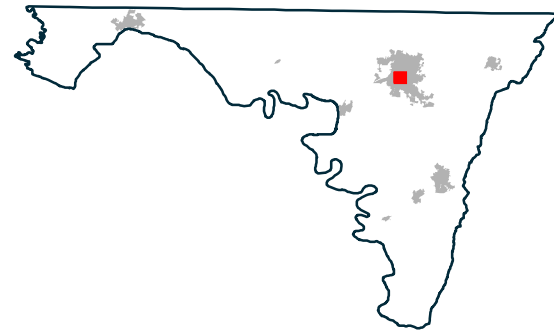


#4

## A & E WALKING TRAIL, ACQUISITION

### Legend

- Trails
- Roads
- Parks
- Program Open Space
- Municipal Boundaries
- County Boundary



1 inch = 100 feet



### Data Sources:

Washington County Department of Planning and Zoning

### Prepared By:

Washington County Department of Planning and Zoning  
Geographic Information Systems

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Fiscal Year: 2020



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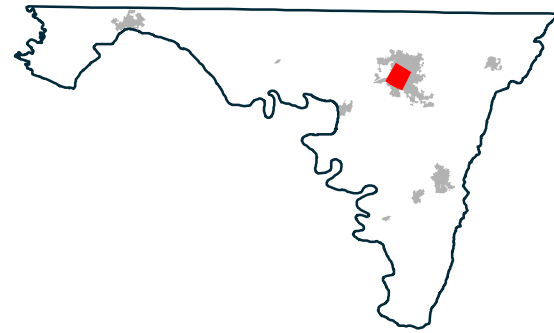


## #5

### CITY PARK LIGHTING AND BEAUTIFICATION

#### Legend

- Trails
- Roads
- Parks
- Program Open Space
- Board of Education Properties
- Parcels
- Municipal Boundaries



1 inch = 400 feet



#### Data Sources:

Washington County Department of Planning and Zoning

#### Prepared By:

Washington County Department of Planning and Zoning

Geographic Information Systems

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Fiscal Year: 2020



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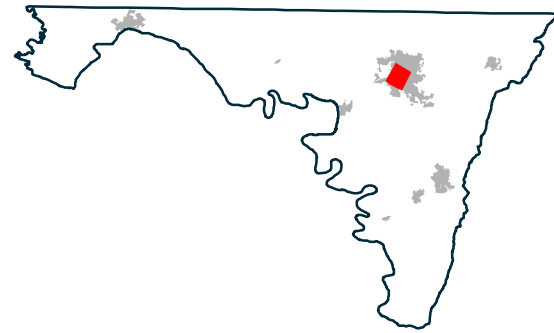


## #6

### CITY PARK PERIMETER FENCE

#### Legend

- Trails
- Roads
- Parks
- Program Open Space
- Board of Education Properties
- Parcels
- Municipal Boundaries



1 inch = 400 feet



#### Data Sources:

Washington County Department of Planning and Zoning

#### Prepared By:

Washington County Department of Planning and Zoning

Geographic Information Systems

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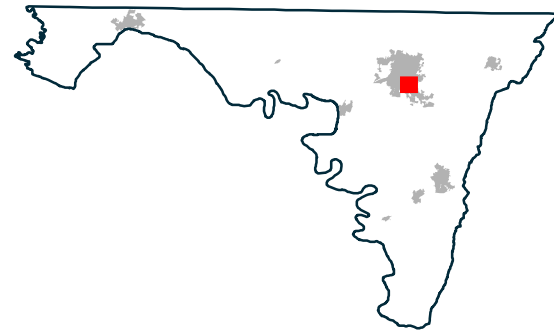


#7

## POTTERFIELD POOL WHITECOAT REPLACEMENT

### Legend

- Roads
- Parks
- Program Open Space
- Board of Education Properties
- Parcels
- Municipal Boundaries
- County Boundary



1 inch = 300 feet



### Data Sources:

Washington County Department of Planning and Zoning

Prepared By:

Washington County Department of Planning and Zoning

Geographic Information Systems

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Fiscal Year:2020



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



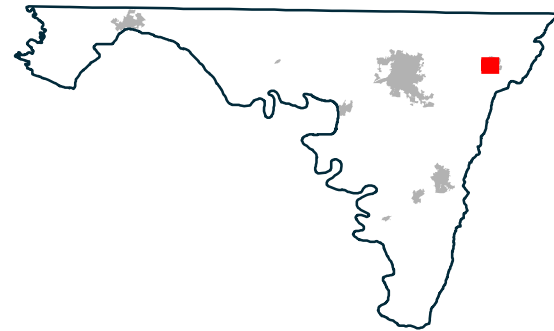


#8

## VETERAN'S PARK DRIVEWAY ADDITION

### Legend

-  Roads
-  Program Open Space
-  Board of Education Properties
-  Parcels
-  Municipal Boundaries
-  County Boundary



1 inch = 300 feet



### Data Sources:

Washington County Department of Planning and Zoning

Prepared By:

Washington County Department of Planning and Zoning

Geographic Information Systems

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



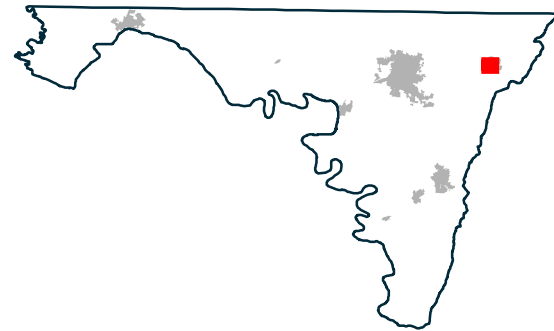


#9

## VETERAN'S PARK MULTIPURPOSE FIELD

### Legend

-  Roads
-  Program Open Space
-  Board of Education Properties
-  Parcels
-  Municipal Boundaries
-  County Boundary



1 inch = 300 feet



### Data Sources:

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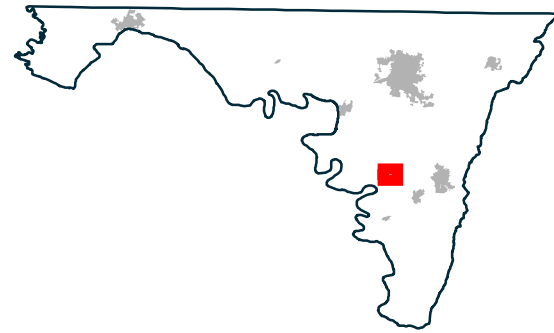


#11

## AG CENTER KITCHEN EQUIPMENT REPLACEMENT

### Legend

- Roads
- Program Open Space
- Parcels
- County Boundary



1 inch = 600 feet



#### Data Sources:

Washington County Department of Planning and Zoning

Prepared By:

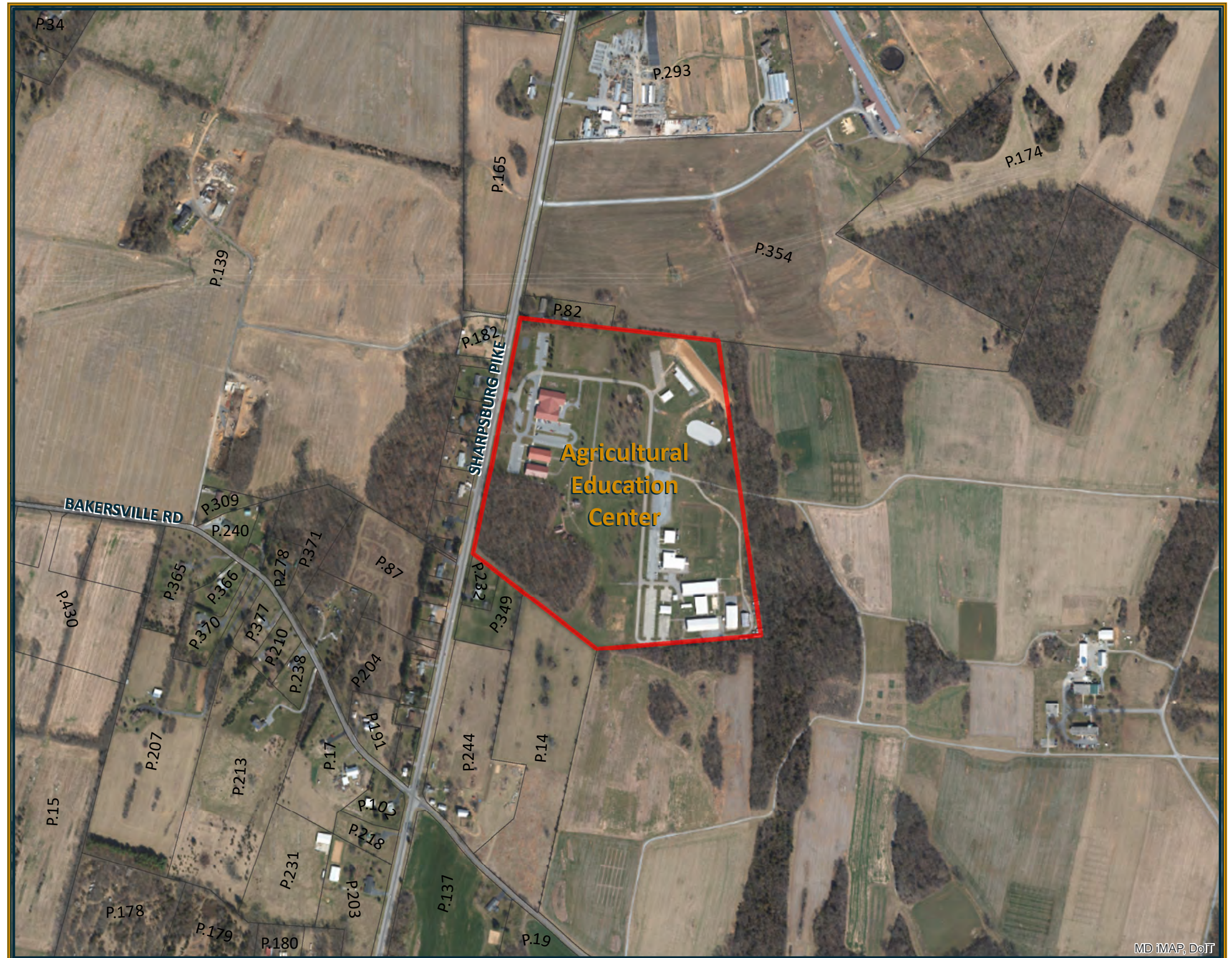
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Geographic Information Systems

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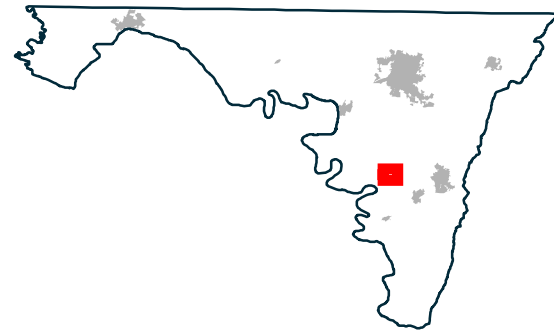


# 12

## AG CENTER TRACK UPGRADES

### Legend

- Roads
- Program Open Space
- Parcels
- County Boundary



1 inch = 600 feet



#### Data Sources:

Washington County Department of Planning and Zoning

Prepared By:

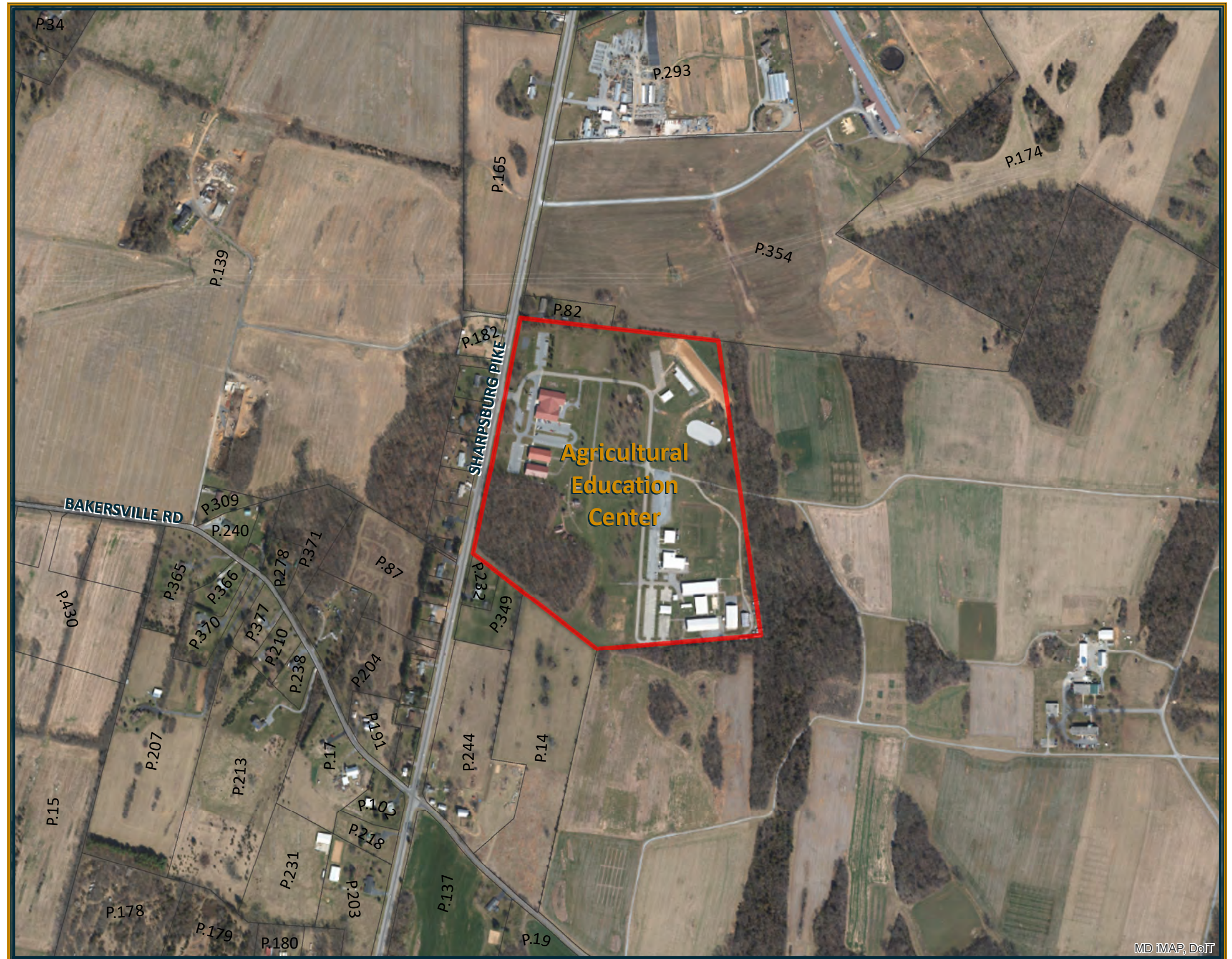
Washington County Department of Planning and Zoning

Geographic Information Systems

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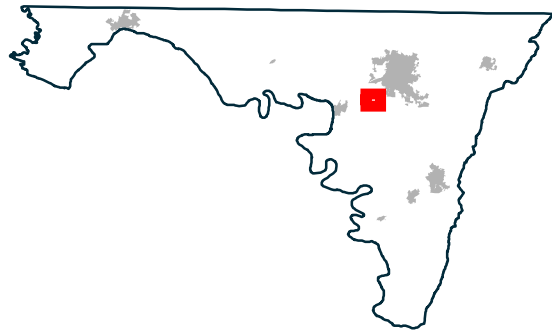


# 13

## MARTY SNOOK PARK FENCE UPGRADES

### Legend

- Trails
- Roads
- Program Open Space
- Board of Education Properties
- Parcels
- County Boundary



1 inch = 600 feet



#### Data Sources:

Washington County Department of Planning and Zoning

Prepared By:

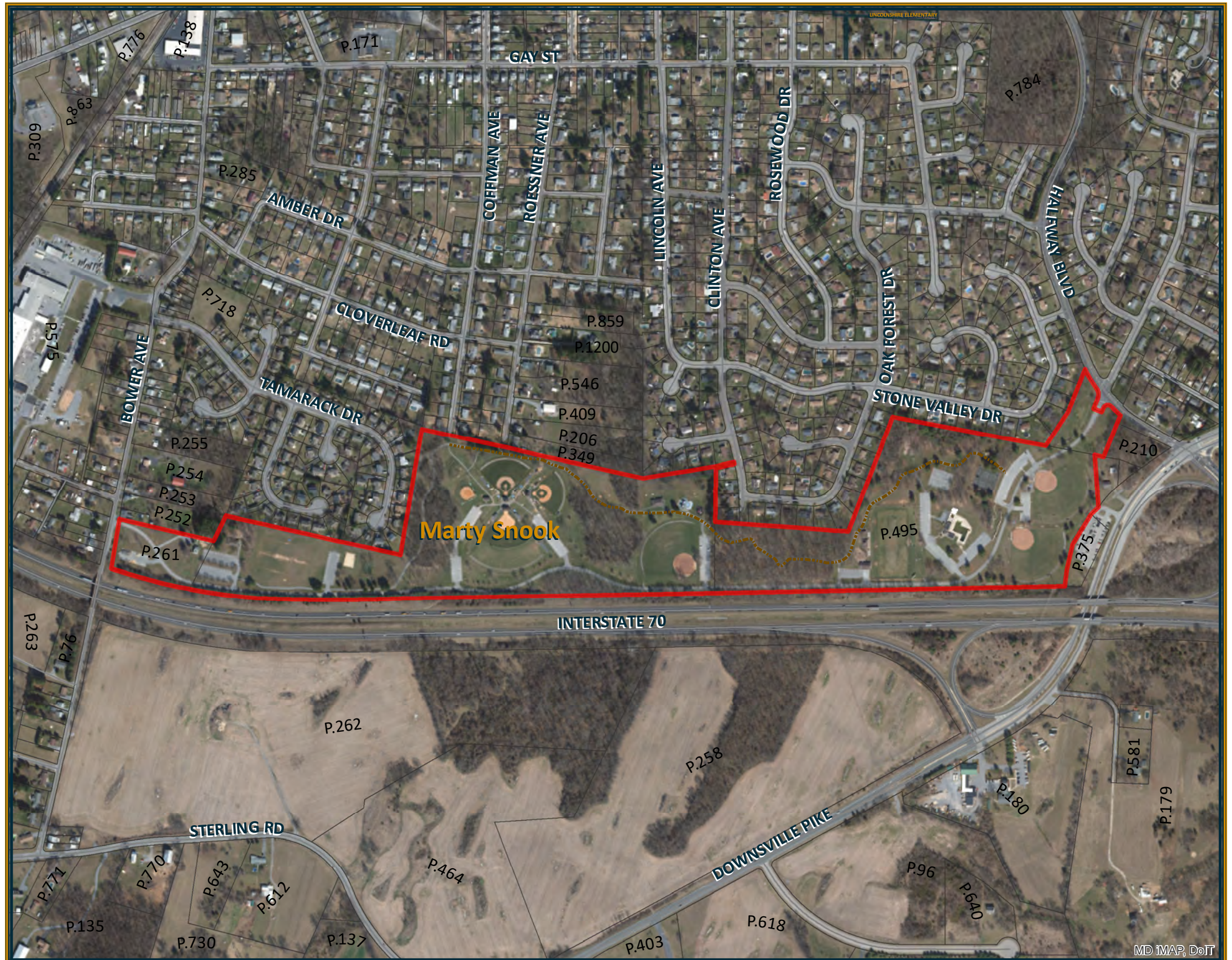
Washington County Department of Planning and Zoning

Geographic Information Systems

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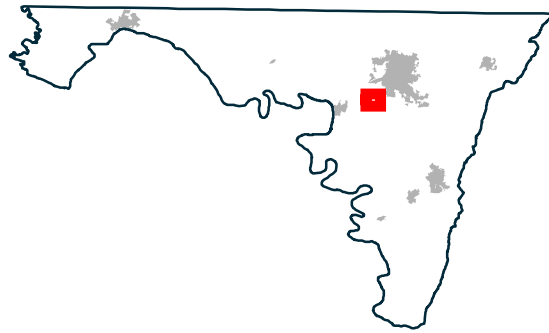


# 14

## MARTY SNOOK PARK PLAYGROUND EQUIPMENT

### Legend

- Trails
- Roads
- Program Open Space
- Board of Education Properties
- Parcels
- County Boundary



1 inch = 600 feet



#### Data Sources:

Washington County Department of Planning and Zoning

Prepared By:

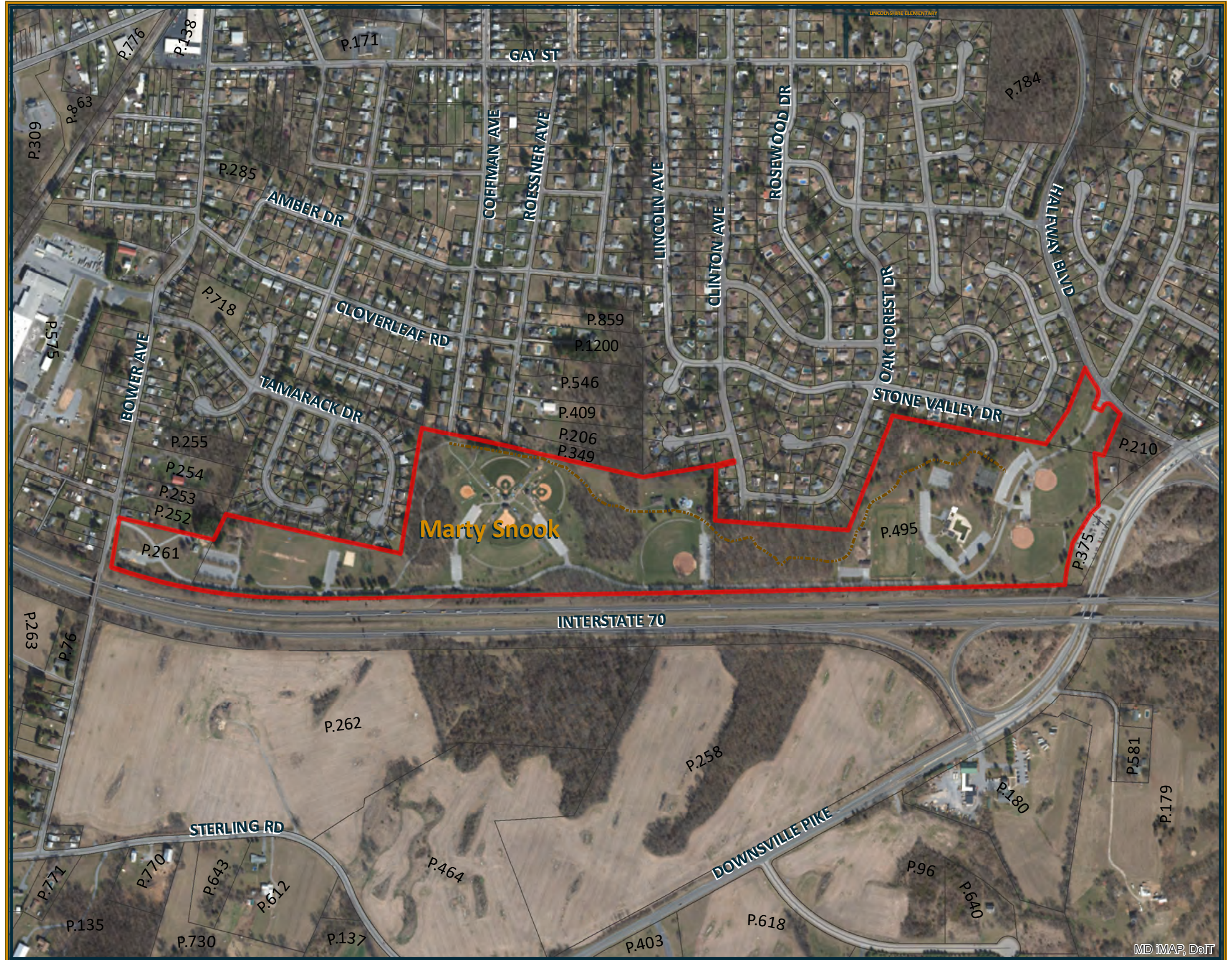
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

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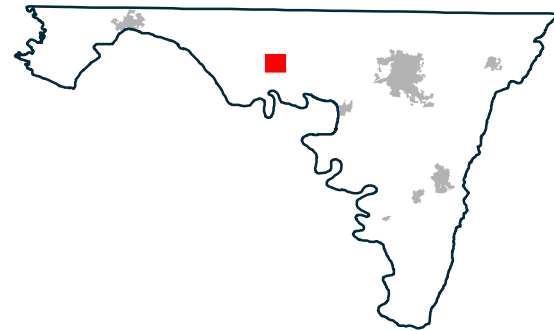




## #15 PARKING LOT REPAIR AND OVERLAY (AG CENTER & CLEAR

### Legend

-  Roads
-  Program Open Space
-  Board of Education Properties
-  Parcels
-  Municipal Boundaries
-  County Boundary



1 inch = 400 feet



#### Data Sources:

Washington County Department of Planning and Zoning

Prepared By:

Washington County Department of Planning and Zoning

Geographic Information Systems

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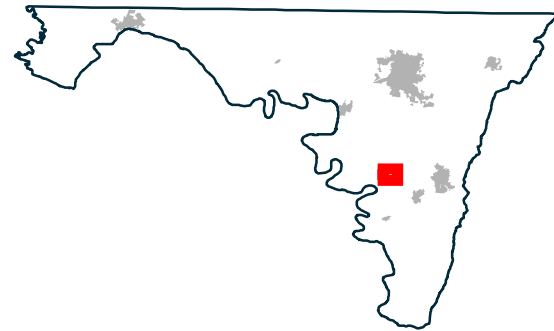




## #16 PARKING LOT REPAIR AND OVERLAY (AG CENTER & CLEAR

### Legend

-  Roads
-  Program Open Space
-  Parcels
-  County Boundary



1 inch = 600 feet



#### Data Sources:

Washington County Department of Planning and Zoning

Prepared By:

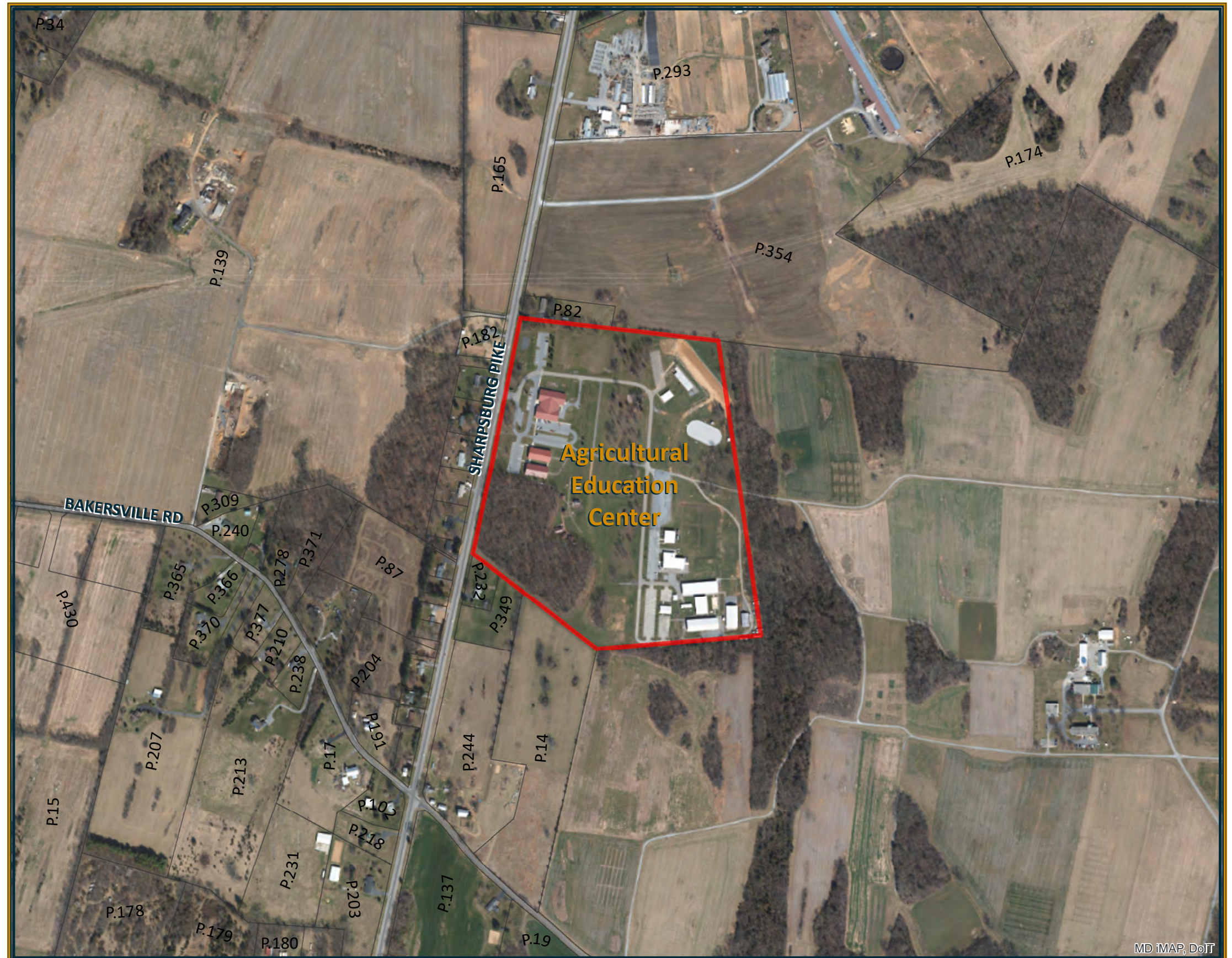
Washington County Department of Planning and Zoning

Geographic Information Systems

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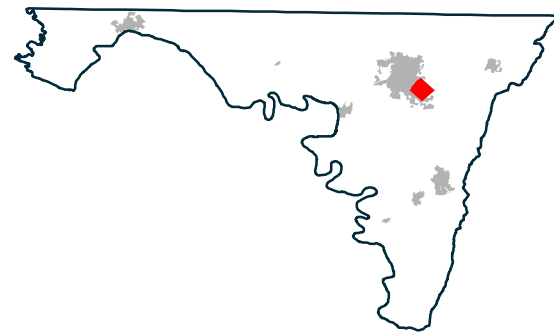


#17

## EASTERN ELEMENTARY PLAYGROUND REPLACEMENT

### Legend

-  Roads
-  Program Open Space
-  Board of Education Properties
-  Parcels
-  Municipal Boundaries
-  County Boundary



1 inch = 300 feet



#### Data Sources:

Washington County Department of Planning and Zoning

Prepared By:

Washington County Department of Planning and Zoning

Geographic Information Systems

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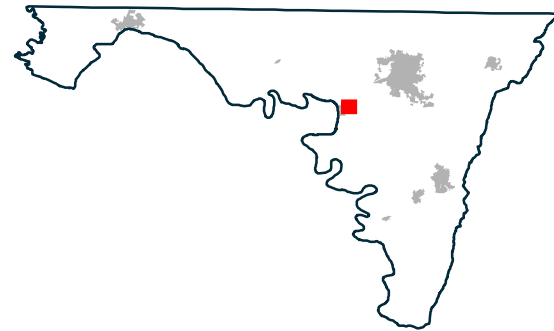


#18

## WILLIAMSPORT HIGH TENNIS COURT RESURFACING

### Legend

- Roads
- Parks
- Program Open Space
- Board of Education Properties
- Parcels
- Municipal Boundaries
- County Boundary



1 inch = 200 feet



### Data Sources:

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Prepared By:

Washington County Department of Planning and Zoning

Geographic Information Systems

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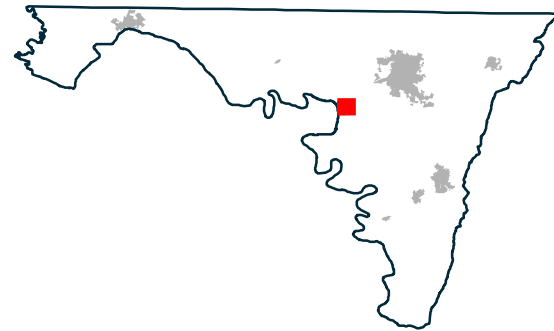


#19

## BYRON PARK PAVILLION ROOF REPLACEMENT

### Legend

- Roads
- Parks
- Program Open Space
- Board of Education Properties
- Parcels
- Municipal Boundaries
- County Boundary



1 inch = 300 feet



### Data Sources:

Washington County Department of Planning and Zoning

Prepared By:

Washington County Department of Planning and Zoning

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Fiscal Year:2020



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Open Session Item

**SUBJECT:** Public Works Reorganization and Succession Plan

**PRESENTATION DATE:** June 4, 2019

**PRESENTATION BY:** Andrew Eshleman, P.E., Director, Public Works

**RECOMMENDATION:** Request the Board of Washington County Commissioners approve the phased organizational adjustments and succession plan to accommodate the addition of Recreation and Fitness to the Division of Public Works and the creation of a Parks and Recreation Department.

**REPORT-IN-BRIEF:** At the May 14, 2019 meeting, the Board of County Commissioners approved the move of the Recreation and Fitness Department from the Division of Health and Human Services (HHS) to the Division of Public Works (DPW) to streamline planning and programming of resources and clarify the job description responsibilities for the new Human Resources Division Director position. The proposed plan further clarifies the reorganization as well as lays out a proposed phased succession plan upon the retirement of key personnel.

**DISCUSSION:** The Recreation and Fitness Department was moved to the Division of Public Works and consideration was given to creating a Parks and Recreation Department. The current Deputy Director of Public Works, Parks and Facilities is planning to retire at the end of the year. There is an opportunity to put in place a reorganization and succession plan that will achieve better alignment and focus on Parks, Recreation, and Facility Maintenance within Public Works. The County will be better served by the restructuring which will accomplish the following:

- Create a Parks and Recreation Department to allow greater focus on County quality of life and revenue generation opportunities to support programming.
- Create a Buildings, Grounds and Facilities department to allow greater focus on operating and maintaining the County's buildings, parks and facilities.
- Capitalize and create opportunities for existing County personnel who have shown a willingness and capability to handle additional responsibility.
- Move the Black Rock Golf Course under the new Parks and Recreation Department to capitalize on the event planning, recreational programming opportunities, and administrative support located within the Department. As existing golf course legacy employees retire, operational expenses will be reduced by transitioning from full to part time staffing and lowering position grades where appropriate.
- The savings from eliminating a grade 17 department level management position would be redistributed to other positions to focus on core needs within the respective departments. A new Parks Manager, grade 12 position will be created to focus on the project development of sorely

needed park and recreation amenities. The position will identify needs, submit for grant opportunities to supplement existing Program Open Space (POS) funds, and manage projects. The position will assume the responsibility of overseeing the Park Attendants and the Marty Snook Pool.

- The restructuring will not result in any wage cost increase relative to rehiring open positions in the current structure and is anticipated to produce \$45,000 in wage savings relative to the current budget in addition to the other benefits described.

Existing personnel affected by the reorganization will start learning their new roles and responsibilities immediately; however, no official position transfers or salary adjustments will occur until the current Deputy Director of Public Works, Parks and Facility retires.

**FISCAL IMPACT:** Varied, estimated wage savings \$45,000 or less

**CONCURRENCES:** County Administrator, CFO

**ALTERNATIVES:** Keep structure as is with separate Recreation and Fitness, Parks and Facilities, and Black Rock Golf Course Departments within the Division of Public Works

**ATTACHMENTS:** Public Works organizational structure

**AUDIO/VISUAL NEEDS:** USB of Attachments

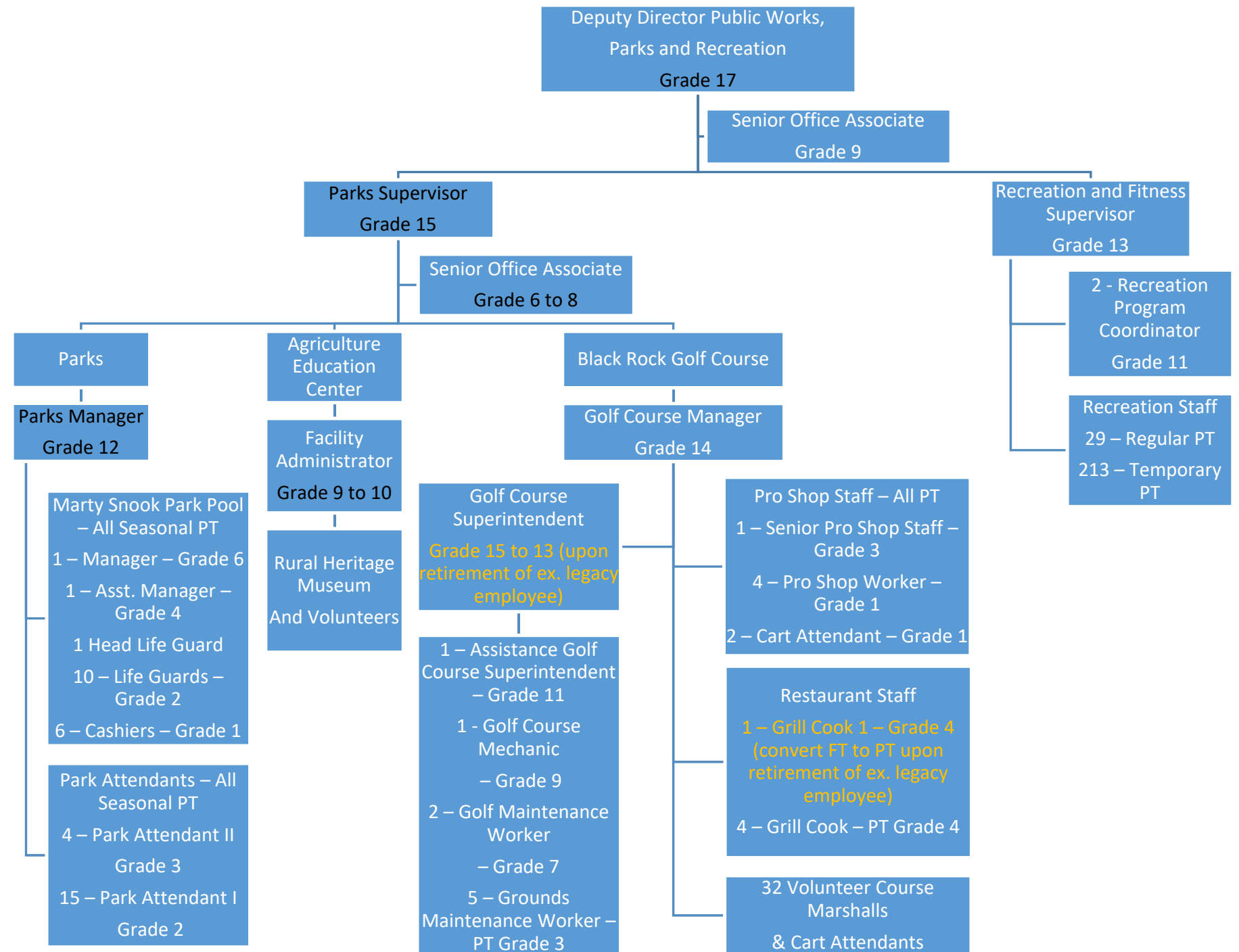


# Division of Public Works Parks and Recreation

Proposed

## Notes:

1. The Recreation and Fitness Department was moved from Health and Human Services to Public Works on May 14, 2019.
2. The proposed reorganization plan will create a Parks and Recreation Department and a succession plan for the planned retirement of the existing Director of Parks and Facilities at the end of 2019.
3. A Parks and Recreation Department will allow greater focus on County quality of life and revenue generation opportunities to support programming.
4. The plan will capitalize and create opportunities for existing County personnel who have shown a willingness and capability to handle additional responsibility. The current Director of Recreation and Fitness will become the Deputy Director of Public Works, Parks and Recreation.
5. The current Grade 12 Parks Facility Supervisor will be elevated to a Grade 15 Parks Supervisor and oversee the Parks, Agriculture Education Center and Black Rock Golf Course. The Grade 12 Parks Facility Supervisor position is converted to a Grade 12 Parks Manager to handle Park Attendant and Pool Management responsibilities. Additional position focus includes project development of park and recreational amenities. Facility event coordination to be overseen by Parks Supervisor and distributed to personnel at each respective venue.

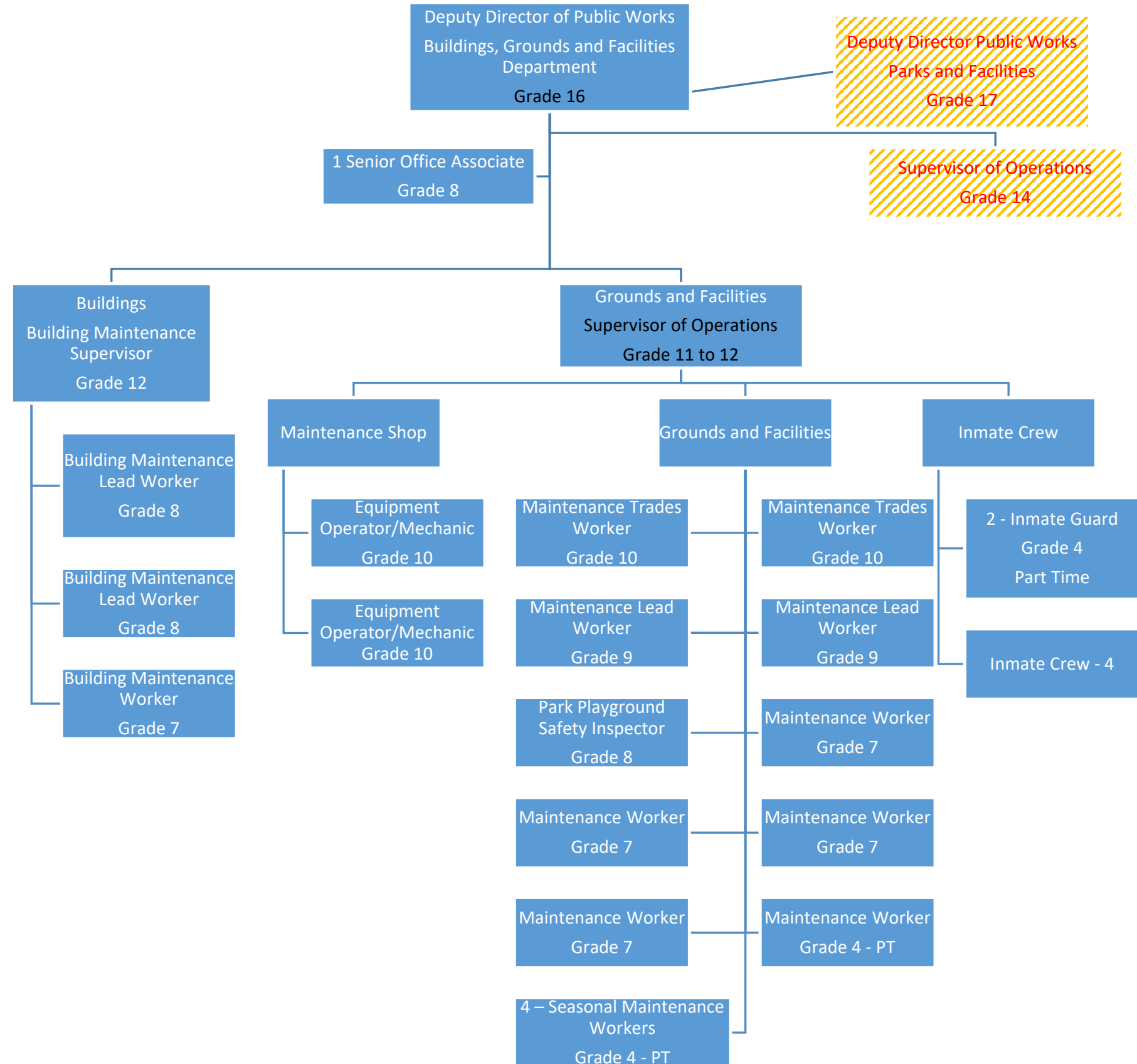


# Division of Public Works Buildings, Grounds and Facilities

Proposed

**Notes:**

1. The proposed reorganization plan will create a Buildings, Grounds and Facilities Department and a succession plan for the planned retirement of the existing Director of Parks and Facilities at the end of 2019.
2. The current Supervisor of Operations would be elevated to the Deputy Director of Public Works, Buildings Grounds and Facilities; the Director of Parks and Facilities and the Supervisor of Operations positions would be eliminated. Current Grade 11 Assistance Supervisor of Operations position and employee would be elevated to a Grade 12 Supervisor of Operations.
3. A Buildings, Grounds and Facilities Department will allow greater focus on maintaining and improving the County's Buildings, Parks, and Facilities. The Department will provide support to the Recreation and Fitness Department as well as other County Departments.





## Agenda Report Form

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### Open Session Item

**SUBJECT:** County Commissioner Letter of Opposition Request for proposed Rockwool Factory, Ranson, West Virginia

**PRESENTATION DATE:** June 4, 2019

**PRESENTATION BY:** Douglas Arnall, Washington County Members, Catoctin Group, Sierra Club and Brent Walls, Upper Potomac Riverkeeper

**RECOMMENDED MOTION:** No motion. Sierra Club members and Riverkeeper members are requesting that the Board of County Commissioners give consent to a letter expressing opposition to the proposed Rockwool Factory in Ranson, WV.

**REPORT-IN-BRIEF:** N/A

**DISCUSSION:** As addressed by Mr. Arnall, "Rockwool Factory is a proposed 460,000+ square foot facility located in Jefferson County, WV and would be the largest industrial factory of its kind in the world operating 24/7. If built, Rockwool will produce more hazardous air pollution than any other manufacturing facility in the entire state of West Virginia."

"Citizens have expressed deep concerns over the plans for the proposed factory, including negative impacts on the environment, threats to human and wildlife health, and devastation to natural resources. With many unanswered questions surrounding Rockwool, it is the request of those concerned citizens to ask for your support in opposing the Rockwool Factory."

**FISCAL IMPACT:** N/A

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Supporting Documentation

**AUDIO/VISUAL NEEDS:** N/A

May 29, 2019

To: Washington County Commissioners

Prepared by: Washington County Members-Catoctin Group-Sierra Club

**Discussion:**

We share the concerns about the Rockwool facility as many of the other nearby communities, and request that the Washington County Commissioners write a letter to the commissioners of Jefferson County, WV to oppose the building of the rockwool plant in Kearneysville.

Our reasons, supported by the attachments, can be summarized as follows: we believe neighboring communities should be a part of the decision-making process for projects of this magnitude; we are concerned about the operations' impact on health, environmental, economic, and aesthetic factors in an area whose scenic importance is existential; and we believe enough supporting data exists to question the analysis behind the plant's original approval.

These concerns have already been expressed by other groups and localities, and full copies of their objections are included as attachments. Together, these objections illustrate the importance of improved communication between neighbors, and we see this as an opportunity to improve that communication moving forward.

**Attachments:**

Filename: 10 Rockwool Opposition

*American Academy of Pediatrics* (previously provided)

This letter states the close proximity of schools and the likelihood of negative impact on the health and lifestyle of these children.

Filenames: 11-13 Rockwool Opposition

*City of Brunswick*

*Town of Keedysville*

*Town of Sharpsburg* (all previously provided)

These letters state the importance of the environment and historic preservation to these localities and the negative impact of the project to the health, safety, and welfare of citizens, visitors, natural resources, and wildlife.

(Filename: 20 Charles Town Councilman)

*Charles Town Councilman Mike Brittingham to residents*

This letter details the events of how we got to this point and raises concerns about the process and consequences moving forward.

(Filename: 14 YouTube Link: Rockwool Plant)

*This link shows the operations of a rock wool plant*

<https://www.youtube.com/watch?v=rOmbuZ7VyFo>

(Filename: 21 WV DEP-Preliminary)

*West Virginia Department of Environmental Protection Fact Sheet*

This document contains the raw data included in the original analysis leading to the approval of the project.

(Filename: 22 Sierra Club-Reply)

*Sierra Club Statement*

This letter expresses concerns about the analysis and raises objections about the real damage the project will cause.

(Filename: 23 Charleston Gazette)

*Charleston Gazette Article*

This article describes several violations made by Rockwool in the early stages of construction as well as the indifference of DEP and the company with respect to the concerns of citizens.

(Filename: 24 Forbes-Rockwool)

*Forbes Rockwool Article*

This article provides the expert insight of the former Director of Technology and Transformation in the WV Development Office and expresses hard economic truths behind the project's purpose and approval process.



## West Virginia Chapter of the American Academy of Pediatrics INCORPORATED IN WV

### WV Chapter AAP

Robert C Byrd HSC  
PO Box 9214 – Suite 2350  
Morgantown, WV 26506  
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Rockwool's entrance into Jefferson County, West Virginia, has been accompanied by opposition by many and support by a few. But more than anything, it has brought up questions.

- Questions about the future of a rural community on the outskirts of Washington DC.
- Questions about how politics plays into poverty.
- Questions about negotiating health over industry, or vice versa.

These are questions that are hard to answer.

Thankfully, there are certain facts that cannot be questioned.

The location of the Rockwool plant in Ranson is across the street from North Jefferson Elementary School. It is within 2 miles of 4 public schools housing 30% of Jefferson County's student population, as well as several daycare centers.

- The placement of the plant to within 2 miles of 4 public schools goes against the recommendations of the Environmental Protection Agency and The World Health Organization, who both state that schools should not be located near heavy industry. The WHO specifically states that schools should not be within 2 miles of heavy industry. ([www.who.int/school\\_youth\\_health/media/en/physical\\_sch\\_environment\\_v2.pdf?ua=1](http://www.who.int/school_youth_health/media/en/physical_sch_environment_v2.pdf?ua=1))

The facility has been approved for heavy toxic emissions, with smokestacks 21 stories high. In Rockwool's air quality application, it states that there will be large amounts of particulate matter per year (154 tons of PM10 and 134 tons of PM2.5).

- The American Heart Association concluded that exposure to particulate matter air pollution contributes to cardiovascular morbidity and mortality and long term exposure reduces life expectancy. (<https://www.ncbi.nlm.nih.gov/m/pubmed/20458016>)
- Ongoing research in the US, Canada, Italy and China has linked elevated PM2.5 exposure during pregnancy to premature delivery and low birth weight. The association has been replicated in multiple studies.

This plant will make Rockwool the #2 biggest polluter in the entire state of West Virginia.

- And yet, Rockwool's Clean Air Permit was given without a hearing in the community in which the plant would be built. No evaluation of the impact of the toxic emissions on the nearby schools has been conducted.

Unfortunately, this leads to more questions:

- How did Rockwool get approval to build this plant across the street from an elementary school when there is scientific evidence of the harm caused by toxic emissions and particulate matter air pollution?
- How does the addition of 150 jobs compare to the detrimental effect this plant will have on already established businesses and livelihoods based in agriculture and tourism?
- How is land that was zoned to be for mixed use residential become rezoned for industrial use

- How did this plant make it through the application review process without questions of public welfare and safety being addressed?

As pediatricians in Jefferson County, West Virginia, we see how poverty affects our patients on a daily basis. Some of our patients miss appointments because they do not have transportation. Other patients fail to gain weight or develop properly due to food scarcity. Many do not go outside due to not having access to safe neighborhoods or play spaces. And many of their parents have little time for anything else besides work and sleep-and most definitely do not have the energy to read notices in the local newspaper, speak to officials or hold their politicians accountable.

Once the Rockwool plant is open, we wonder if our patients will go outside less frequently due to concerns about air quality. Will they have access to clean local water? Will we be treating more asthma exacerbations? More cystic fibrosis exacerbations? Who will speak for these children? Do we need to witness the harm done to them before we act?

The good news is that the Rockwool plant is not a done deal. There are ways to stop Rockwool from opening the Ranson plant. Rockwool still needs approvals of the water bond, the sewer bond and the building permit to proceed. There is a grassroots citizen group that is actively opposing the Rockwool plant and has undertaken a legal fight.

We can speak for the children of the Jefferson County starting right now.

For more information, please go to <https://www.toxicrockwool.com> or join the Facebook group Concerned Citizens Against Rockwool.

Sincerely,

Christine Whitman, MD  
Pediatrician  
Member of the West Virginia Chapter, American Academy of Pediatrics

Eleanor Smith, MD  
Pediatrician  
Member of the West Virginia Chapter, American Academy of Pediatrics



# THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

October 11, 2018

At their October 9, 2018 meeting, the Mayor and Council of Brunswick voted unanimously to strongly oppose the proposed construction of the Rockwool Plant in Jefferson County, West Virginia.

After hearing the concerns of residents of our town and those of neighboring towns, we feel heavy industry such as the proposed project will bring detriment to the environment and those that live in the surrounding areas.

Brunswick is known for the Potomac River and the C&O Canal Towpath. People frequent our small city to bike, hike, camp, and generally enjoy nature. We feel this project is a potential threat to the health, safety, and welfare of our citizens, visitors, natural resources, and wildlife.

Sincerely,

Jeffrey T. Snoots

Mayor, City of Brunswick

Council Members: Nathan Brown, John Dayton, Vaughn Ripley, Tom Smith, Andrew St. John, Angel White





Town of Sharpsburg  
106 E Main Street  
PO Box 368  
Sharpsburg, MD 21782  
301-432-4428  
[www.sharpsburgmd.com](http://www.sharpsburgmd.com)  
[townofsharpsburg@comcast.net](mailto:townofsharpsburg@comcast.net)

### **Sharpsburg, Maryland Statement of Opposition against Proposed Rockwool Ranson Factory**

At our Town Meeting on September 10, 2018, the town of Sharpsburg, Maryland was informed by a group of concerned citizens about the plans for the proposed Rockwool factory in Jefferson County, WV. This site would be located just 13 miles from our historic town.

Sharpsburg is the second oldest town in Washington County, Maryland. We are historic because the Battle of Antietam was fought here, and at the nearby Antietam National Battlefield. Thousands of visitors frequent our town annually, creating much vehicular and foot traffic. We have pedestrian crosswalks and congested intersections. Sharpsburg is a 25 mile per hour zone, and there is a school within the town limits.

Our Mayor and Town Council have many unanswered questions about the proposed Rockwool factory and the introduction of more heavy industry to our region in general. We are concerned about the negative impacts this would have on the environment, the potential for increased traffic, and the subsequent effects on our citizens' public health and quality of life. There also seems to be a genuine potential for adverse effects on the local tourism economy.

It seems clear to us that Sharpsburg, Maryland has nothing to gain from Rockwool or any increase of heavy industry. Sharpsburg, therefore, will stand firm in its support of our neighboring municipalities who have opposed this project, including Harper's Ferry, WV and Shepherdstown, WV. We are committed to educating our citizens about the project, and we encourage other neighboring municipalities to join us in opposition.

# TOWN OF KEEDYSVILLE, MARYLAND

*"Where Northern Thrift and Personality Blend with Southern Charm and Hospitality"*

P.O. Box 359  
19 South Main Street  
Keedysville, MD 21756  
301-432-5795  
www.keedysvillemd.com



*Ken Lord, Mayor  
Barry Levey, Assistant Mayor  
Gina Ellis, Council Member  
Judy Kerns, Council Member  
Matthew Hull, Council Member*

October 24, 2018

Re: Proposed Rockwool Plant

The Town of Keedysville is a quiet pleasant community in southern Washington County, Maryland. The Mayor & Council are committed to maintaining the beautiful and healthy environment found here, for the residents of the town and its visitors.

After hearing concerns expressed by our residents and information presented by Concerned Citizens Against Rockwool concerning the Rockwool plant, the Mayor & Council of Keedysville voted unanimously on September 5<sup>th</sup> to join neighboring jurisdictions in Maryland, Virginia and West Virginia in expressing our opposition to this facility. We are deeply concerned by the potential long-term threats to air and water quality this plant represents, not just for the Eastern Panhandle, but our entire region. The impacts of such a facility have the potential to reach far beyond the jurisdiction in which it was built.

Therefore, the Mayor and Council of Keedysville join many surrounding jurisdictions in the Eastern Panhandle and beyond in expressing our strong opposition to the construction of the Rockwool plant.

A handwritten signature in black ink, appearing to read "Ken Lord".

Ken Lord, Mayor



SIERRA  
CLUB  
FOUNDED 1892

July 2, 2018

Director Fred Durham  
Division of Air Quality  
West Virginia Dept. of Environmental Protection  
601 57th Street SE  
Charleston, WV 25304

Dear Director Durham:

On behalf the membership of Sierra Club Eastern Panhandle, thank you for the opportunity to provide feedback on Permit Number: R14-0037 for Roxul/Rockwool Group's planned mineral wool site in Ranson, WV.

Our technical staff have reviewed Rockwool Group's underlying permit application, and I'd like to relay a number of their significant concerns. We are grateful for your consideration of these issues as we work together towards the mutual goal of protecting public health.

The permit application uses 1992 demographic data, which is extremely outdated for Jefferson County, WV. Since 1992, the Jefferson County population has grown more than 50%, and much of that growth is in new residential neighborhoods near the plant site. Rockwool Group's classification of land use in the area around the site as "less than 1% urban" (pages 460-461 of 608) is surely no longer accurate; in fact there are four public schools and two freestanding daycare facilities within two miles of the plant. The close proximity of these schools-- North Jefferson Elementary is just 2,300 feet away-- raises our level of concern about the potential impact of the facility and warrants the state revisiting the permit.

With that in mind, the permit application does not include the results of any air quality modeling. The permit application contains a modeling plan, but does not appear to include the actual results of that proposed air quality modeling. Obviously it is difficult for

the public to understand or provide comments on the environmental impact of the facility without the modeling result.

Further, the air quality modeling plan does not include any potential modeling of the impacts of emissions of hazardous air pollutants such as formaldehyde, methanol, HF, HCl, and phenol. While modeling for criteria pollutant emissions is important and is planned, equally if not more important is an evaluation of the impacts of air toxic emissions on the nearby schools. The state should require that Rockwool Group evaluate the ambient air impacts and the human health risk to the children at the nearby schools from the emissions of HAPs from the facility.

The facility will further use phenol-formaldehyde resins in the manufacturing process. These resins are the matrix within which the mineral wool fibers are embedded during the process of making various products at the facility. As you know, phenol and especially formaldehyde are toxic pollutants. Formaldehyde in particular has been linked to numerous health impacts from cancer to neurological damage. It is critical for the facility model to include the impact of HAP emissions on nearby schools.

Just as important, Rockwool Group's permit application explicitly declines to evaluate a major potential pollution vector: transient operations, maintenance, startup, shutdown, and upsets. From page 439 of 608: *"Transient operations, such as startup and shutdown, related to scheduled maintenance occur once a week. Furthermore, when transient operations do occur, the emission profile of pollutants is only significantly impacted for a short period of time. Given that these events are infrequent in nature, Roxul is not proposing to separately model transient operations."*

We strongly disagree with that position. Given the proximity of the facility to North Jefferson Elementary and three other schools, emissions from transient operations should be evaluated for their potential impact on children's health. In addition, the facility's own modeling plan (page 452 of 608) shows that the facilities emissions result in potential impacts within a fraction of one percent of the level that should result in more in-depth analysis of ambient ozone impacts (99.2% versus 100%). Spikes in emissions of ozone precursors like VOC and NOx during transient operations could elevate the steady state impacts (99.2%) to above the 100% threshold.

Likewise, the impacts of steady state emissions from the facility on visibility at nearby Class I areas (page 470 of 608) are very close to the regulatory Q/d limit (9.6 versus 10) that would require a more rigorous analysis of visibility impacts. Transient emissions could readily push the visibility impacts of the facility above the Q/d = 10 threshold.

Because of the proximity to the schools, as well as ambient ozone impacts, visibility impacts, and potentially others, Rockwool Group should be required by WVDEP to evaluate all air emissions from the facility, including both steady state and transient emissions.

Another issue is Best Available Control Technology (BACT). There are several air streams containing Volatile Organic Compounds (VOCs) and organic HAPs (like formaldehyde) that the facility is proposing to control with an afterburner (page 492 of 608, page 505 of 608). However, there is another technology, Catalytic Combustion, that might be able to achieve higher levels of pollution destruction and reduce emissions more than is possible with an afterburner. Even small increases in control efficiency, for example from 95% to 99%, can result in huge differences in emissions. Stack emissions in lbs/hr or tons/year will decrease by a factor of 5 if the control technology has a 99% control efficiency versus a 95%. Emissions of 100 tpy with a device that controls at 95% would fall to 20 tpy at a 99% control. Likewise, emissions would drop by a factor of 10 with increases in control efficiency from 99% to 99.9%.

Unfortunately, the justification for ruling out catalytic combustion in the BACT analysis is very thin: the possible presence of particulates that could foul the catalyst. While these VOC streams might contain particulates, these particulates can be removed to high efficiency by cleaning them first in devices like the wet electrostatic precipitator or fabric filters planned at the facility.

Rockwool Group should be required to submit a more rigorous BACT analysis for VOC and organic HAP control that includes the potential use of catalytic combustion and removal of particulates, especially with the consideration of the close proximity of the school. Small increases in control efficiency, through the use of catalytic systems, can result in huge drops in actual emissions. (BACT analysis and State Rule 45 CSR 06)

Another area of concern is Rockwool Group's failure to include emission estimates for metallic hazardous air pollutants. The application described how the facility will be using fuel and raw materials like coal, pet coke, anodes, eruptive stones such as basalt/diabase, amphibolite and anorthosite, slags such as blast furnace slag and converter slag, dolomite and/or limestone, mineral additives, such as olivine sand and high alumina content materials such as bauxite, kaoline clay and aludross. These fuels and raw materials are known to contain numerous hazardous air pollutants, such as mercury, arsenic, cadmium, and chromium.

During the heating, combustion, and mechanical manufacturing processes at the facility, large amounts of particulate matter are generated in the form of PM<sub>10</sub> and PM<sub>2.5</sub>. While

the application includes emission estimates and BACT analysis for PM10 and PM2.5 from the various emission points, the application does not speciate the particulate matter into the numerous metallic HAPs that are constituents of those fuels and raw materials. Therefore, the community has no idea via this application what level of mercury, arsenic, cadmium, chromium, or any other metallic HAP emissions they can expect from this facility.

Likewise, since the particulate matter is not speciated and emissions of the metallic HAPs are not provided, there is no plan in the PSD application to conduct an air quality analysis of the impact of those metallic HAP emissions on the nearby schools. WVDEP should ask Rockwool Group to speciate PM emissions, provide estimates of emissions of metallic HAPs into the community, and evaluate the impact of those emissions on the ambient air and health risk at the nearby schools.

State Rule 5.2 governs **odor impacts**, but the PSD application fails to evaluate the impact of the facility in terms of odors. Given the emissions of phenol, formaldehyde, and other organics, an odor analysis should be provided. The application does not contain any compliance methods, monitoring methods, controls, odor threshold analyses, air quality modeling, or any other considerations for odor impacts.

We also were unable to fully analyze the Air Pollution Control Device Sheets (Attachment M forms), as they contain numerous blanks of critical information. Rockwool Group actually failed to answer key questions and provide essential information in every Attachment M. The company should be asked to complete a new set of forms with each question answered, so that the public can fully evaluate the proposed facility.

For example, the Selective Non Catalytic Reduction (SNCR) is proposed to help reduce NOx emissions from the melt furnace. Because of all the missing information in the Attachment M forms, it is not clear if the facility is proposing to monitor the outlet concentration of ammonia from SNCR operations. This should be a requirement in the permit if SNCR is used, to help avoid excessive emissions of ammonia into the community.

Finally, as you know, there are real-time and continuous monitors available to measure concentrations of formaldehyde in exhausts, such as the Picarro G2307 Gas Concentration Analyzer. The close proximity of North Jefferson Elementary in particular makes the continuous monitoring of formaldehyde important, so that the facility, regulators, and the public have confidence that emission rates and the performance of control equipment are meeting expectations.

Please let me know if we need to provide further information. We would request a meeting with DEP in order to discuss additional monitoring and pollution controls. Thank you for your consideration of these concerns and we look forward to your response.

Sincerely,

Regina Hendrix  
Eastern Panhandle Sierra Club  
65 Bradford Court  
Charles Town, WV 25414

Telephone: (304) 725-0223  
Email: [regina.hendrix@comcast.net](mailto:regina.hendrix@comcast.net)



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Open Session Item

**SUBJECT:** PUBLIC HEARING – FY 2020 budget and proposed modification to Income Tax rate

**PRESENTATION DATE:** Tuesday, June 4, 2019; 6:00 p.m.

**PRESENTATION BY:** Sara Greaves, Chief Financial Officer; Rob Slocum, County Administrator

**RECOMMENDED MOTION:** *[Note: The Commissioners may move to adopt the budget, which includes the new 2.5% salary scale, and proposed Income tax increase for FY2020, as presented or as modified, at any point after the closure of the public hearing.]*

**REPORT-IN-BRIEF:** The Board of County Commissioners will conduct a public hearing to permit any member of the public to appear and testify concerning the FY2020 budget or proposed establishment and modification of the income tax rate increase for FY 2020.

**DISCUSSION:** Subsequent to the budget hearing held on May 14, 2019, changes were recommended for the proposed budget by the Board of County Commissioners. Major changes include:

Removing the proposed property tax increase of \$.05 per \$100 of assessed value

Proposing an increase in income tax rate from 2.8% to 3.2%

Institute a step increase in September rather than January

Reduce appropriation to Sewer Fund to \$3M

Additional \$15K to Commission on Aging

3% rate increase to sewer fees (approved May 21, 2019)

\$500K additional for BOE Capital Maintenance pending ROI for ESCO or IAC

**FISCAL IMPACT:** See attached for a summary of all funds

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Summary of all funds for Budget FY2020

**AUDIO/VISUAL NEEDS:** N/A



**Washington County, Maryland**  
**Summary for All Funds**  
**FY20 - Proposed**

	<b>FY19</b>	<b>FY20</b>	<b><u>FY19 vs. FY20</u></b>	
	<b>Operating Budget Approved</b>	<b>Operating Budget Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Operating Funds:</b>				
<b>Major Operating Funds:</b>				
General Fund	\$229,639,310	\$233,782,190	\$4,142,880	1.80%
Highway Fund	\$11,156,680	\$11,490,360	\$333,680	2.99%
Solid Waste Fund	\$8,121,710	\$7,649,030	\$(472,680)	(5.82)%
Utility Administration Fund	\$4,441,260	\$4,989,100	\$547,840	12.34%
Water Fund	\$1,452,350	\$1,463,880	\$11,530	0.79%
Sewer Fund	\$12,655,680	\$13,403,150	\$747,470	5.91%
Pretreatment Fund	\$872,890	\$866,190	\$(6,700)	(0.77)%
Public Transit Fund	\$2,563,400	\$2,696,940	\$133,540	5.21%
Airport Fund	\$1,987,720	\$1,999,070	\$11,350	0.57%
Black Rock Golf Course Fund	\$1,203,350	\$1,162,950	\$(40,400)	(3.36)%
	<b>\$274,094,350</b>	<b>\$279,502,860</b>	<b>\$5,408,510</b>	<b>1.97%</b>
<b>Restricted Funds:</b>				
Hotel Rental Tax Fund	\$2,100,000	\$2,100,000	\$0	0.00%
Cascade Town Centre Fund	\$1,036,950	\$996,680	\$(40,270)	(3.88)%
Agricultural Education Center Fund	\$238,920	\$241,820	\$2,900	1.21%
Grant Management Fund	\$387,780	\$425,510	\$37,730	9.73%
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	\$4,424,270	\$662,880	17.62%
HEPMPO Fund	\$550,080	\$563,240	\$13,160	2.39%
Contraband Fund	\$4,650	\$5,910	\$1,260	27.09%
	<b>\$10,699,920</b>	<b>\$11,568,120</b>	<b>\$868,200</b>	<b>8.11%</b>
<b>Total Operating Funds</b>	<b>\$284,794,270</b>	<b>\$291,070,980</b>	<b>\$6,276,710</b>	<b>2.20%</b>
<b>Capital Funds:</b>				
<b>Capital Improvement Plan (1)</b>	<b>\$43,708,000</b>	<b>\$56,319,000</b>	<b>\$12,611,000</b>	<b>28.85%</b>
<b>Total Budgeted Funds</b>	<b>\$328,502,270</b>	<b>\$347,389,980</b>	<b>\$18,887,710</b>	<b>5.75%</b>