

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

March 20, 2018

HAGERSTOWN COMMUNITY COLLEGE BUDGET PRESENTATION

County Commissioners Terry L. Baker and Wayne K. Keefer and staff attended a budget presentation at 8:00 a.m. by the Hagerstown Community College (HCC) Board of Trustees and Interim President Dr. C. David Warner at the college located at 11400 Robinwood Drive, Hagerstown. Dr. Warner presented a report that highlighted the success of its early college programs for high school students in partnership with Washington County Public Schools. The college continues to search for a permanent location for its commercial truck driver's license program. After a few years of declining enrollment, HCC is experiencing a 0.9% upswing compared to spring 2017. Tuition costs for in-County students will increase by \$2 to \$121 per credit hour in the next budget year. The college is requesting a 4% budget increase or \$389,720 from the County Commissioners for Fiscal Year 2019.

INVOCATION AND PLEDGE OF ALLEGIANCE

Commissioner Barr offered the Invocation followed by the Pledge of Allegiance to the Flag by the full assemblage.

CALL TO ORDER

President Terry L. Baker called the regular meeting of the Board of County Commissioners of Washington County, Maryland, to order at 10:25 a.m. at 100 West Washington Street, Room 1113, with the following members present: Vice President Jeffrey A. Cline and Commissioners John F. Barr, Wayne K. Keefer and LeRoy E. Myers, Jr.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Keefer thanked Hagerstown Community College for hosting the morning breakfast and budget presentation with the Commissioners.

Commissioner Cline requested a proclamation in honor of his father, Harry "Buck" Cline, who will turn 95 years young next week.

Commissioner Myers congratulated the Clear Spring Lions Club on its annual variety show that has been held for 67 years. His grandson, Daniel Hilliard, was featured in a photo from the show that was recently on the front page of The Herald-Mail newspaper.

Commissioner Myers commented that the County Commissioners are pro economic development. He mentioned the over \$30 million in past development by Rider Jet Center (Rider) at the Hagerstown Regional Airport that has clearly benefitted the County and its citizens. He endorsed the Commissioners' approval of a new lease with Rider relating to the construction of a new building at the Airport at Rider's sole expense. He further recommended exempting the County real property tax for the property for the term of the proposed lease. Other leases with Rider at the Airport include similar exemptions.

March 20, 2018

Page 2

Commissioner Myers, seconded by Cline, moved to approve the proposed lease with Rider relating to the new building under the terms as discussed at a rate of 25 cents per square foot and to exempt by ordinance the property from County real property taxes for the term of the lease. The motion passed unanimously.

Commissioner Baker thanked the County's Recreation and Fitness Department for sponsoring the successful downtown 5K run on St. Patrick's Day. He thanked HCC for the morning breakfast meeting and for keeping its FY 2019 funding request in line.

REPORTS FROM COUNTY STAFF

Budget and Finance – Washington County Public Schools Budget Adjustment

Sara Greaves, Chief Financial Officer, Budget and Finance, presented a request for a budget adjustment on behalf of Washington County Public Schools (WCPS). WCPS is requesting to use an \$808,830 balance of funds remaining after the final close-out of the Jonathan Hager Elementary School project toward important security upgrades and capital maintenance projects, and to act as a local match to leverage any state funding or other grants that may be forthcoming for similar projects in Fiscal Year 2019 and beyond. Dr. Boyd Michael, WCPS Superintendent, indicated that fifteen schools remain without security vestibules which serve to deter access to the interior of schools while maintaining a welcoming public entrance.

Commissioner Barr, seconded by Myers, moved to approve the use by WCPS of the \$808,830 balance from the close-out of the Jonathan Hager Elementary School project toward security upgrades and capital maintenance projects as presented. The motion passed unanimously.

Ms. Greaves reported that the County recently closed on a Maryland Water Quality loan for the Conococheague Wastewater Treatment Plant, stating that using a loan instead of bonds for the project saved approximately \$900,000. She recognized the efforts of Mark Bradshaw, Deputy Director, Environmental Management, to provide information to qualify for the loan in addition to Budget and Finance and Water Quality staff.

Sara Greaves introduced Tina Wilson, Procurement Specialist II, Purchasing, who manages the GovDeals online surplus disposal process used by the County since 2012. The County has realized a net revenue of over \$479,477 from this program.

St. Patrick's Day Half Marathon

Danielle Crabb, Director, Public Relations and Community Affairs, and Jaime Dick, Director, Recreation and Fitness, reported on the 5K race this past Saturday that hosted over 800 participants and included a kids run. They thanked County staff that assisted with the race. The funds raised will go toward the Community Free Clinic.

County Administrator

County Administrator Rob Slocum thanked HCC for this morning's budget presentation. He reiterated certain facts presented during that meeting including that there are 30,000

March 20, 2018

Page 3

coding jobs available in Maryland but not enough persons to fill them. He noted that South Hagerstown High School held a successful coding and robotics program recently and qualified for the world championships. Participants will be invited to appear in near future. Mr. Slocum stated that there are no additional health care cost increases to County employees planned in the proposed budget and that staff will continue to work on employee health and wellness initiatives.

County Clerk – Appointments to Boards and Commissions

Animal Control Authority

Commissioner Barr, seconded by Keefer, moved to appoint Brittany Blankenship to a first full, three-year term as a member from the general public retroactive to September 30, 2017 through September 30, 2020; and appoint Gary Kauffman to a first full, three-year term as a member from the general public retroactive to July 31, 2017 through July 31, 2020, on the Animal Control Authority. The motion passed unanimously.

CITIZENS' PARTICIPATION

No citizens were present who wished to participate.

WASHINGTON COUNTY EARLY CHILDHOOD ADVISORY COUNCIL

Terri Gwizdala, Council Coordinator, Early Childhood Council, provided an overview of the mission and vision of the Washington County Early Childhood Advisory Council that concentrates on early childhood education and readiness beginning at birth. She discussed several programs such as the Little Free Library started in 2015 to build little free libraries throughout the County. Ms. Gwizdala recognized organizations in Washington County that partner with the Early Childhood Council to accomplish its goals. She proposed that consideration be given in the future for funding to maintain a coordinator position, noting that it is a county position in Montgomery County.

OFFICE OF PROBLEM SOLVING COURTS DISCRETIONARY GRANT SUBMISSION FOR FISCAL YEAR 2019

Stephanie Lapole, Grant Manager, Office of Grant Management, and Eunice Plank, Circuit Court Administrator, requested approval for the submission of a \$187,225 application for the Fiscal Year 2019 Office of Problem Solving Courts Discretionary Grant. The Grant would assist with the operational expenses and ancillary services of the Juvenile Drug Court Program. Ms. Lapole indicated that due to a continual low case load, the Program will be phased out after the remaining participants complete the Program. A small portion of requested funds will go toward the support of the few remaining youths and the balance will be used to implement an Adult Drug Court Program which is currently in the planning phase. The Adult Drug Court Program provides supervision and access to services that will reduce substance using and criminal behavior while increasing positive community involvement and overall individual and family functioning. Other program services such as transportation assistance and trainings would be eliminated unless other local grant funds could be secured.

March 20, 2018

Page 4

Commissioner Keefer, seconded by Cline, moved to approve the submission of the Fiscal Year 2019 Office of Problem Solving Courts Discretionary Grant application of \$187,225 and to accept the funding as awarded. The motion passed unanimously.

INTERGOVERNMENTAL COOPERATIVE PURCHASE OF FIVE VEHICLES

Brandi Naugle, Buyer, Purchasing, Scott Hobbs, Director of Engineering, and Rich Eichelberger, Director of Construction, recommended authorization by Resolution of an Intergovernmental Cooperative Purchase relating to the purchase of Four 2018 Ford Escape vehicles and One 2018 Dodge Ram 1500 Pickup for the Department of Engineering and Department of Construction from the lowest, responsive, responsible bidder, Hertrich Fleet of Milford, Delaware, described as follows: Four 2018 Ford Escape, 4 wheel drive Compact Utility vehicles for \$21,677 each and One Dodge Ram 1500, one-half ton Pickup Truck for \$24,599, totaling \$111,307, by utilizing another jurisdiction's contract that was awarded by the State of Maryland Department of General Services Office of Procurement and Logistics. Ms. Naugle stated that the intergovernmental cooperative purchase process permits the County to use another entity's contract to eliminate Washington County's bid process and obtain overall better pricing due to economies of scale offered by the existing contract. Funds for the purchase are contained in the associated department budgets.

Commissioner Myers, seconded by Barr, moved to authorize by Resolution the Intergovernmental Cooperative Purchase relating to the purchase of Four 2018 Ford Escape vehicles and One 2018 Dodge Ram 1500 Pickup for the Department of Engineering and Department of Construction from the lowest, responsive, responsible bidder, Hertrich Fleet of Milford, Delaware, totaling \$111,307 as presented. The motion passed unanimously. (Resolution No. RS-2018-04 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is in the County Commissioners' Office.)

REJECTION OF REQUEST FOR PROPOSAL – FOOD SERVICES AT THE WASHINGTON COUNTY DETENTION CENTER

Rick Curry, Director, Purchasing, and Major Craig Rowe, Warden, Washington County Detention Center, recommended the rejection of the Request for Proposal (RFP) for PUR-1375, Food Services at the Washington County Detention Center, in the best interest of the County and to extend the current contract with Aramark Correctional Services, Inc. until June 6, 2018 to allow the department to re-advertise to solicit new proposals. Mr. Curry indicated that the Coordinating Committee determined the proposals to be non-responsive to the County's RFP for Qualifications/Experience and Technical Proposals because they did not meet the meals and staffing requirements.

Commissioner Barr, seconded by Myers moved to reject the Request for Proposal for PUR-1375, Food Services at the Washington County Detention Center, in the best interest of the County and to extend the current contract with Aramark Correctional Services, Inc. until June 6, 2018 as presented. The motion passed unanimously.

March 20, 2018

Page 5

DISCUSSION OF FISCAL YEAR 2019 GENERAL FUND OPERATING BUDGET

Sara Greaves, Chief Financial Officer, and Kim Edlund, Director, Budget and Finance, presented a balanced budget of \$229,169,340, representing a 3.37% increase (\$7,464,280) from the Fiscal Year 2018 original budget. Ms. Greaves indicated that the proposed budget contains no increase in tax rates. The tax rate for the nineteenth straight year is proposed to be 2.8% and the property tax rate \$0.948 cents per \$100 of assessed value. The budget has increased by \$20 million since FY 2010 with the largest increases involving Education and Public Safety. Ms. Greaves reviewed revenue sources and expenditures for the General Fund with the Commissioners, stating that Property Tax income accounts for 55% of revenue, Local Tax 40% and Program Revenue 5%. The largest categories for expenditures from the General Fund are Public Safety (52%) and Education (22%).

The draft budget includes an increase of \$1,247,350 for the Board of Education, \$292,290 for Hagerstown Community College, and \$92,680 for the Washington County Free Library, for a total of \$1,632,320. Law Enforcement contains a \$2,463,690 increase and Public Safety a \$1,396,740 increase. The draft budget also includes a cost of living increase for County employees with no increase to employees' share of health costs.

RECESS

The Commissioners recessed at 11:32 a.m.

WASHINGTON COUNTY FREE LIBRARY BUDGET PRESENTATION

The Commissioners attended a luncheon and budget presentation with Board of Trustee members and staff of the Washington County Free Library, 100 South Potomac Street, Hagerstown. Executive Director Mary Baykan presented information on the many ways that citizens can access their local libraries in person and online. The library also hosts many educational programs for all ages and supports workforce development. Ms. Baykan presented a request for an increase in funding of \$112,520 for Fiscal Year 2019. The request would partially provide staff pay raises, cover seven months of utility and internet costs for the Hancock branch now under construction, and assist in funding a uniformed officer at the downtown location.

AFTERNOON SESSION

President Terry L. Baker called the afternoon session to order at 1:42 p.m. at 100 West Washington Street, Room 1113, with the following members present: Vice President Jeffrey A. Cline and Commissioners John F. Barr, Wayne K. Keefer and LeRoy E. Myers, Jr.

WATER AND SEWER COLLECTION POLICY

Jim Hovis, Chief Operations Officer, and Sara Greaves, introduced a Water and Sewer Collections Policy developed to collect past due amounts and to create a standard by which customers of water and sewer utilities will be encouraged to pay their bills on time. The County has the authority to establish and collect allocation fees and charges for water/sewer service. In 2016, the Maryland General Assembly further clarified this

March 20, 2018

Page 6

authority by adding the authority to collect these fees and allocations in the same manner as ordinary property taxes. The proposed policy addresses forward action to be taken regarding accounts that are currently over 365 days delinquent. The process sets forth that an account shall be considered delinquent if it remains unpaid for a total of 30 calendar days after the end of the quarterly billing date and has a balance greater than \$25. Ms. Greaves described the process that includes a delinquency letter being sent to notify the owner and/or tenant of the total amount due, including any interest or penalties. Information for payment assistance will also be included in the letter. The letter states that if the amount due is not paid, that amount will be added to the property owner's tax bill, pursuant to the authority given by the General Assembly. The debt will be subject to collection, including tax sale, as a delinquent tax bill would be. Accounts that are 180 days past due and have a total amount due of \$500 or more as of March 31 are considered critically delinquent. As such, the delinquent amount not paid within 30 days will be transferred to the property owner's tax bill.

The Commissioners inquired as to the current amount of delinquent accounts due the County. Ms. Greaves advised that the amount due is \$356,000.

Commissioner Barr, seconded by Cline, moved to approve the proposed Water and Sewer Collections Policy for past due amounts as presented and set forth in the Commissioners' Agenda Packet. The motion passed unanimously.

FISCAL YEAR 2019 BUDGET DISCUSSION – DEPARTMENT OF WATER QUALITY

Sara Greaves, Dan DiVito, Deputy Director, Water Quality, and Mark Bradshaw, Deputy Director, Water Quality, discussed the Fiscal Year 2019 Water Quality Budget that includes Water, Sewer, Utility and Pretreatment funds, in addition to water and sewer rates. An increase in water and sewer revenue is necessary to facilitate the Department of Water Quality's long-range financial plan. The budget increased by 1.9% or \$364,080 over the prior year. Ms. Greaves indicated that water rate increases to the average residential customer are 3.5% or \$6.00 per quarter and sewer rate increases to the average residential customer are 3.5% or \$5.60 per quarter. The average customer would see a 3.5% increase or \$46.40 per year for water and sewer services. Similar increases are proposed for other user classes.

Mr. DiVito discussed the department's staffing budget and recommended not filling a vacant Utility Worker II position in Water Quality to decrease operating expenses. He discussed the need for an apprentice program to help train plant operators.

Commissioner Baker referred to questions last year from Mougansville residents concerning their water and sewer bills. Mr. DiVito described increased staff efforts to provide more transparency to customers by explaining their bills and answering questions.

March 20, 2018

Page 7

The total expected revenue for the Utility Fund is \$4,441,260 representing an overall decrease of 0.50%. The Water Fund of \$1,452,350 represents an overall increased percentage of 5.96% and the Sewer Fund of \$12,655,680, represents an overall increase of 2.48%, most of which is attributable to debt costs, electric costs and salaries and benefits increases.

The Commissioners discussed the information presented and reached a consensus to hold a public hearing on April 24 regarding the proposed rates.

CONVENE IN CLOSED SESSION

Commissioner Myers, seconded by Barr, moved to convene in closed session at 2:19 p.m. to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; to consult with counsel to obtain legal advice on a legal matter, and to consult with staff, consultants or other individuals about pending or potential litigation; in accordance with Section 3-305(b) (1) (4) (7) and (8) of the General Provisions Article of the Annotated Code of Maryland. The motion passed unanimously.

In closed session, the Commissioners discussed certain vacancies and the potential appointment of specific individuals to a local advisory council over which the Commissioners have appointing authority; discussed a vacancy and the potential reappointment of a specific individual to a local board over which the Commissioners have appointing authority; discussed a specific position vacancy and related issues with staff; discussed two employment/personnel issues and recommendations with staff; discussed an ongoing contractual matter, potential litigation and related issues with staff and counsel; and discussed a proposal and potential economic development initiatives relating to a business entity that hopes to expand/remain in the County/State.

During closed session, the Commissioners provided instruction regarding the filling of certain vacancies on a local advisory council and a local board including the further discussion and presentation for approval of said individuals during a future open session meeting, provided staff with specific direction regarding two personnel matters; provided direction to staff regarding on ongoing contractual matter; and provided guidance regarding a proposal by a business entity hoping to expand/remain in the County/State.

Present during closed session were Commissioners Terry L. Baker, Jeffrey A. Cline, John F. Barr and LeRoy E. Myers, Jr. Also present were Robert J. Slocum, County Administrator; Vicki C. Lumm, County Clerk; John M. Martirano, County Attorney; Jim Hovis, Chief Operations Officer; and at various times Rich Eichelberger, Director of Construction; David Hays, Director of Emergency Management; Stephanie Stone,

March 20, 2018

Page 8

Director, and Debra Peyton, Deputy Director, Health and Human Services; Kendall McPeak, Assistant County Attorney; Kirk C. Downey, Deputy County Attorney; Susan Buchanan, Director of Community Grant Management; Jim Sterling, Director of Public Works; Ed Plank, Director of the Highway Department; and Kassie Lewis, Director of Business Development.

ADJOURNMENT

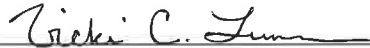
The closed session meeting adjourned at 3:32 p.m.



Robert J. Slocum, County Administrator



John M. Martirano, County Attorney



Vicki C. Lumm, County Clerk