

**BOARD OF COUNTY COMMISSIONERS OF  
WASHINGTON COUNTY, MARYLAND  
Open Session Minutes**

**August 28, 2018**

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Commissioner John F. 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 9:11 a.m. at 100 West Washington Street, Room 1113, Hagerstown, Maryland, with the following members present: Vice President Jeffrey A. Cline, and Commissioners John F. Barr, Wayne K. Keefer and LeRoy E. Myers, Jr.

**APPROVAL OF MINUTES – July 24, 2018 and August 7, 2018**

**July 24, 2018**

Commissioner Barr, seconded by Commissioner Myers, moved to approve the minutes of July 24, 2018. The motion passed unanimously.

**August 7, 2018**

Commissioner Myers, seconded by Commissioner Barr, moved to approve the minutes of August 7, 2018. The motion passed unanimously.

**CONVENE IN CLOSED SESSION**

Commissioner Myers, seconded by Commissioner Keefer, moved to convene in closed session at 9:11 a.m. to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; to consider the acquisition of real property for a public purpose and matters directly related thereto; to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State, in accordance with Section 3-305(b)(1), (3), (4) of the General Provisions Article of the Annotated Code of Maryland. The motion passed unanimously.

In closed session, the Commissioners discussed the potential appointment of several specific individuals to a local committee over which the Commissioners have appointing authority; discussed an employment vacancy and recommendation with staff; and discussed issues relating to the potential acquisition of real property for a public purpose in the County.

During closed session, the Commissioners provided direction regarding the filing of a certain vacancies on a local committee including the further discussion and presentation for approval of individuals during today's open session meeting; provided consensus to staff regarding a specific employment recommendation and vacancy; and provided guidance to staff regarding issues relating to the potential acquisition of real property.

Present during closed session were Commissioners Terry L. Baker, Jeffrey A. Cline, John F. Barr, Wayne K. Keefer, and LeRoy E. Myers Jr. Also present were Robert J. Slocum, County Administrator; Krista L. Hart, County Clerk; John Martirano, County Attorney, and at various times Kirk Downey, Deputy County Attorney; Jim Hovis, Chief Operations Officer; Deb Peyton,

Director, Division of Health and Human Services; Jim Sterling, Director of Public Works; Susan Small, Business Leader, Business Development; Sara Greaves, Chief Financial Officer, and Zsunnee Matema-Miller.

### **RECONVENE IN OPEN SESSION**

Commissioner Myers, seconded by Commissioner Cline, moved to reconvene in open session at 10:03 a.m. The motion passed unanimously.

*(The Commissioners recessed at 10:04 a.m. and returned at 10:14 a.m.)*

### **COMMISSIONERS' REPORTS AND COMMENTS**

Commissioner Barr attended the United Way CEO Breakfast this morning and thanked all who were in attendance, noting that there were no elected officials from the Washington County Board of Education, nor the City of Hagerstown Mayor and Town Council. He encouraged his peers from those organizations to show support for the United Way.

Commissioner Cline mentioned that he had been made aware of water/sewer repairs needed in the Town of Sharpsburg late Saturday through communication with South County residents. After contacting Rob Slocum, County Administrator; Danielle Weaver, Director of Public Relations and Marketing, and Dan DiVito, Deputy Director, Environmental Management, Commissioner Cline stated that a notice had been quickly posted to social media informing residents that repairs would be made within an hour. He added that the response time was exemplary and feedback from citizens was positive.

In addition, Commissioner Cline received a call from a Smithsburg resident regarding a pipe in her yard. He stated that within an hour, Potomac Edison arrived to make repairs. She also received return phone calls from Commissioner Cline, Mr. Slocum, Mr. Hovis and one other County employee. The resident was very thankful for immediate action taken by County staff.

Commissioner Cline also reminded citizens and staff that Friday, August 31, 2018, is a kick-off event for Washington County Goes Purple at the Hagerstown City Park, 7:00 p.m.

President Baker thanked the Greater Hagerstown Committee, Inc. for hosting the 2018 Annual Michael G. Callas New Educator's Reception Luncheon on August 21, 2018.

### **REPORTS FROM COUNTY STAFF**

#### **Hagerstown Regional Airport**

Phil Ridenour, Director, invited the Commissioners to the Wings & Wheels Expo at 18434 Showalter Road, Hagerstown, Maryland on Saturday, September 8<sup>th</sup>, 9:00 a.m. to 4:00 p.m. Mr. Ridenour briefed the Commissioners on several planned events and scheduled attendees.

#### **Office of Grant Management**

Tina Wilson, Senior Grant Manager, informed the Commissioners of an award made to fund the United Way Day of Caring event scheduled for September 20, 2018 in the amount of, not-to-exceed \$1,500.00 for landfill fees for disposal of debris during the United Way Day of Caring event from the Hotel Rental Tax Fund.

Ms. Wilson also stated that an award was made to fund the Washington County Girls Softball League field repairs because of use by other leagues in the amount of \$1,500.00 from the Hotel Rental Tax Fund.

### **Division of Environmental Management**

Mark Bradshaw, Deputy Director, Engineering Services, provided an update to the Commissioners regarding a force main break off Wright Road, which had been discovered on Friday, August 24, 2018. He stated that to correct the issue, two manholes which had deteriorated needed to be replaced. Mr. Bradshaw has contacted several contractors requesting quotes for repair. The quotes are to be submitted by Thursday, August 30, 2018; they estimate the project to cost between \$50,000 - \$75,000. Due to the urgency of this situation, he is requesting that the Commissioners grant permission for staff to award to the lowest bidder for immediate repair.

Commissioner Barr, seconded by Commissioner Myers, moved to award the Wright Road manhole repairs as presented, to the lowest, responsive bidder as requested. The motion was unanimous.

### **County Administrator**

Rob Slocum informed the Commissioners that, after receipt of applications and performing interviews, staff recommends that Dan DiVito be promoted to the vacant position of Director, Division of Environmental Management.

Commissioner Barr, seconded by Commissioner Myers, moved to approve the promotion of Dan DiVito to Director, Division of Environmental Management. The motion passed unanimously.

President Baker stated that he is confident Mr. DiVito will excel in his new position. Mr. DiVito thanked the Commissioners and staff for their confidence in him and assured them that his Division would continue to dedicate its time and efforts to the service of the community. Mr. Slocum added that through the leadership of Mark Bradshaw, Dave Mason, and Dan DiVito collectively, they operated as a team in the best interest of Washington County and he is very proud of their accomplishments during the vacancy of the Director position.

Rob Slocum discussed Administrator accomplishments for FY2018 and goals for FY2019.

### **County Clerk – Appointment / Reappointment to Boards and Commissions**

#### **Diversity and Inclusion Committee**

Commissioner Barr, seconded by Commissioner Keefer, moved to appoint Melissa Williams to serve as the Board of Education, ex-officio member, and Commissioner Wayne Keefer to serve as the Washington County Board of Commissioners, ex-officio member; Art Hicks and Zsun-nee Matema-Miller, both to serve a first, full three-year term through August 31, 2021; Carlos Reyes, Maria Wentzel, and Precious McDonald each to serve a first, two-year term through August 31, 2020; Stephen Beaudoin and Carlos Mellott to both serve a first, one-year term through August 31, 2019. The motion passed unanimously.

### **CITIZENS' PARTICIPATION**

None

### **WASHINGTON COUNTY COMMUNITY COALITION - REQUEST FOR SUPPORT**

Paul Frey, President of the Washington County Chamber of Commerce, and Jim Kercheval, Executive Director of the Greater Hagerstown Committee (GHC), presented a request for a \$10,000 contribution from the County Commissioners toward the Community Lobbying Coalition (Coalition). Coalition partners include the Convention Center and Visitors Bureau, GHC, City of Hagerstown, Washington County Free Library, Washington County Public Schools, Chamber of Commerce and Hagerstown/Washington County Industrial Foundation, Inc. (CHIEF), whose purpose is to advocate for local and State initiatives during the 2019 General Assembly session by hiring a lobbyist for representation in Annapolis.

Mr. Kercheval stated that they hope to have their 2019 General Assembly Session Agenda finalized by October 2018; any requests would need to be submitted prior to that date for consideration. In addition, the Coalition will be sponsoring an annual reception with the legislative body on January 30, 2019 in Annapolis.

President Baker stated that he appreciates the relationship that has been created by Paul Frey, Jim Kercheval, and other members of the Coalition.

Commissioner Barr commended the Coalition for their support of Washington County in Annapolis, adding that the impact they have on Washington County does not go unnoticed in the State House.

Commissioner Keefer stated that he appreciates the support and presence for Washington County at the Day in Annapolis.

President Baker added that he will not support any of the requested funding being used for alcohol. In addition, President Baker will only be providing his support to the local Coalition for lobbying.

Commissioner Barr, seconded by Commissioner Myers, moved to approve a \$10,000 contribution to the Washington County Community Coalition as presented. The motion passed unanimously.

### **RECOGNITION OF THE 2018 CULTURAL EXCHANGE MENTORING PROGRAM**

Brittany Higgins, Public Relations Coordinator, Public Relations and Marketing, and Mr. Arthur Hicks, Founder, Cultural Exchange Mentoring Program, briefed the County Commissioners on the recently completed Youth Academy, which was created and organized through the Public Relations Department. This Academy partnered with the Cultural Exchange Mentoring Program organized by Arthur Hicks. The youth traveled and toured several Washington County Divisions/Departments and various events to include the Hagerstown Regional Airport, Washington County Ag Expo and Fair, Division of Emergency Services, 911 Communications Center, Stream Clean up at Marty Snook Park, Rural Heritage Museum, among others. Mr. Hicks thanked the Commissioners for their involvement in the opportunity presented to the youth. He explained that the program strives to expose the youth to various cultures including speaking with inmates, visiting homeless camps, City of Hagerstown police ride-alongs, and visiting the Courthouse to observe a court proceeding and sentencing.

Each volunteer, participant or staff member introduced themselves and provided a brief update on their role in assisting with the success of the program. Also present was representation from the Hagerstown Sun's baseball team. Colonel Randy Wilkinson, Washington County Sheriff's Office,

stated, on behalf of Sheriff Mullendore, that they fully support the work of Mr. Hicks and others involved.

President Baker thanked Mr. Hicks and all the volunteers and mentors for their guidance offered to today's youth. The youth participants were presented a Certificate of Recognition from the Commissioners and a pool pass for the pool at Marty Snook Park.

#### **MARYLAND AVIATION ADMINISTRATION STATE GRANT**

Tina Wilson, Senior Grant Manager, Office of Grant Management, and Phil Ridenour, Director, Hagerstown Regional Airport, requested approval to submit a funding request to the Maryland Aviation Administration (MAA) in the amount of \$97,500, and to accept all awarded funding. Ms. Wilson explained that the Hagerstown Regional Airport would like to submit a formal request to the MAA seeking funding assistance through the Special Grant Program for the next phase of the upgrades to the existing Virtual Perimeter Monitoring System (VPMS). Phase IV improvements will include the addition of a camera network at the approach end of Runway 27. Ms. Wilson indicated that this network will provide coverage of the run-up pad as well as providing some locations with a mix of 360-degree cameras. Installation of thermal and pan-tilt-zoom cameras will allow for perimeter monitoring and identification of concerns. Additionally, this phase will provide the ability for the control tower to monitor the run-up pad and check for aircraft and ground vehicles over a computer link in the tower; as well as increase the visibility of that portion of the Airport and eliminate a blind spot by offering a camera link to the tower controllers.

The Office of Grant Management has reviewed the grant funding guidelines associated with this program. The performance period of this State-funded grant is for one (1) year, beginning on July 1, 2018 and continuing through June 30, 2019. Matching fund, or in-kind support, of \$32,500 is required for this program and is included in the Capital Improvement Program (COM026) budget.

Commissioner Barr, seconded by Commissioner Keefer, moved to approve the submittal of the grant application through the Special Grant Program for VPMS upgrades to the MAA in the amount of \$97,500 and to accept all awarded funding. The motion passed unanimously.

#### **Public Hearing: REQUESTS BY ORGANIZATIONS TO BE ADDED TO THE LIST OF NONPROFIT ORGANIZATIONS TO WHICH THE BOARD OF COUNTY COMMISSIONERS MAY CONTRIBUTE FUNDS, PURSUANT TO § 1-108 OF THE CODE OF THE PUBLIC LOCAL LAWS OF WASHINGTON COUNTY, MARYLAND (the "1-108 List")**

President Baker convened a public hearing at 11:12 a.m. to obtain public comment regarding requests by various Washington County nonprofit organizations to be added to the list of organizations to which the Board of County Commissioners may contribute funds, pursuant to 1-108 List.

John Martirano, County Attorney, presented the letters of request received from:

1. Forest Glen Commonwealth, Inc.
2. Betty's Wish a Professional Caregivers Association, Inc.
3. Beacon House, Inc.

Mr. Martirano explained that approval by the Board for the nonprofit organization to be added to the 1-108 list does not assure that the organization will receive funding from the County; that

decision is made separately as a part of the Community Organization Funding process and ultimately the County's budgetary process.

The hearing was opened for public comment. Representatives from each organization made a brief presentation to the Commissioners. The public hearing was closed at 11:21 a.m. The meeting was opened for questions from the Commissioners and there were none.

Commissioner Barr, seconded by Commissioner Keefer, moved to approve a resolution adding the three (3) organizations to the 1-108 List as presented. The motion passed unanimously.

(Resolution No. RS-2018-21 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is located in the County Commissioners' Office.)

### **2018-2020 EXCESS WORKERS COMPENSATION**

Tracy McCammon, Risk Management Coordinator, and Patrick Hancock, AON Risk Solutions, requested renewal of the Excess Workers Compensation Policy with Safety National Casualty Corporation, the County's current carrier, at the quoted premium of \$108,445 for \$600,000 retention. Ms. McCammon stated that the quote is based on a premium rate of \$0.218 for each \$100 of payroll. She explained that this is an increase of 9% over the last three (3) year's actual premium of \$98,929.

Commissioner Myers, seconded by Commissioner Barr, moved to approve the renewal of Washington County's Excess Workers Compensation Policy with the current carrier, Safety National Casualty Corporation at the quoted premium of \$108,445 for \$600,000 retention as requested. The motion passed unanimously.

### **REPEAL AND REENACTMENT OF THE AGRICULTURAL LAND PRESERVATION DISTRICT ORDINANCE, WITH ACCOMPANYING REGULATIONS, AND REPEAL AND REENACTMENT OF THE WASHINGTON COUNTY AGRICULTURAL REAL PROPERTY TAX CREDIT ORDINANCE – REVISED LANGUAGE**

Eric Seifarth, Rural Preservation Administrator, Planning and Zoning, requested to repeal and reenact the Agricultural Land Preservation District Ordinance with accompanying Regulations, and the Agricultural Real Property Tax Credit Ordinance with amendments. Mr. Seifarth explained that during the August 14<sup>th</sup> Board of County Commissioners meeting, the Commissioners approved certain changes to the language of the documents governing the establishment, term, and termination of Agricultural Land Preservation Districts. The changes have been incorporated into the proposed final text of the documents and the Commissioners consideration of the revised documents is in order.

Commissioner Myers, seconded by Commissioner Barr, moved to repeal and reenact the Agricultural Land Preservation District Ordinance with accompanying Regulations, and to adopt the Agricultural Real Property Tax Credit Ordinance as revised. The motion passed unanimously.

(Ordinance Nos. ORD-2018-20 and ORD-2018-21 are recorded among the Acts, Ordinances, and Resolutions of Washington County and the originals are located in the County Commissioners' Office.)

**PROFESSIONAL BOULEVARD PROPERTY ACQUISITION**

Todd Moser, Real Property Administrator, Engineering, requested approval for a property acquisition with regards to the extension of Professional Boulevard. Mr. Moser stated that an offer presented to Needles Acquisition, LLC/Ventas in the amount of \$59,166 for 1.60 acres has been accepted by the property owner for easements related to the project. This is a budgeted Capital Improvement Project (RDI055 and RDI056) with available funds for the acquisition.

Commissioner Barr, seconded by Commissioner Keefer, moved to approve the property acquisition for the extension of Professional Boulevard from Needles Acquisition, LLC/Ventas in the amount of \$59,166 for 1.60 acres. The motion passed unanimously.

**INTENT TO CONVEY PROPERTY TO WASHINGTON COUNTY BOARD OF EDUCATION**

Todd Moser, Real Property Administrator, Engineering, requested adoption of an ordinance declaring property located in Sharpsburg, Maryland, described as Parcel 1, recorded among the Land Records of Washington County, Maryland at Liber 5001, Folio 271; and, Parcel 2 and 3 recorded at Liber 5001, Folio 264, as surplus property. He also requested approval for the conveyance of the same and to authorize the execution of the necessary documentation to finalize the conveyance. Washington County will convey the property consisting of 6.41 acres (more or less) to the Board of Education for zero consideration as the future site of the new Sharpsburg Elementary School.

Commissioner Myers, seconded by Commissioner Barr, moved to adopt the Ordinance declaring 6.41 acres (more or less) as surplus property and to approve the conveyance of the same and to authorize the necessary documentation to finalize the conveyance to the Board of Education for zero consideration. The motion passed unanimously.

(Ordinance No. ORD-2018-22 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is located in the County Commissioners' Office.)

**INTENT TO CONVEY REAL PROPERTY FOR 59 WINTER STREET PROPERTY**

Todd Moser, Real Property Administrator, Engineering, and Jodi Bell, Re/Max Realtor, requested adoption of an ordinance to declare property located at 59 Winter Street, Hagerstown, Maryland, as surplus property, Mr. Moser also requested approval for the conveyance of the same and to authorize the execution of the necessary documentation to finalize the conveyance. Washington County will convey the property as described to West End Baptist Chapel, Inc. for the sum of \$300,000.

Commissioner Barr, seconded by Commissioner Myers, moved to adopt the Ordinance declaring the property described as 59 Winter Street, Hagerstown, Maryland as surplus property and to approve the conveyance of the same and to authorize the necessary documentation to finalize the conveyance to the West End Baptist Chapel, Inc. for the sum of \$300,000. The motion passed unanimously.

(Ordinance No. ORD-2018-23 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is located in the County Commissioners' Office.)

**CONVEYANCE OF REAL PROPERTY TO ISSAC HOLDINGS, LLC**

Todd Moser and Scott Hobbs, Director, Division of Engineering, and Jim Sterling, Director of Public Works, requested approval to adopt an Ordinance declaring 519 acres (more or less) located within the Cascade Development District as surplus property and to approve the conveyance of the same and to authorize the execution of necessary documentation to finalize the conveyance. Mr. Moser stated that the 519 acres of property is ready to be conveyed to Issac Holdings, LLC and 3.766 acres, more or less, known as the site of the existing Fort Ritchie Community Center, will be immediately conveyed back to the County for zero consideration.

Commissioner Barr, seconded by Commissioner Cline, moved to adopt the Ordinance declaring the property described as 519 acres (more or less) located within the Cascade Development District, formerly Fort Ritchie Military Reservation, as surplus property and to approve the conveyance of the same and to authorize the necessary documentation to finalize the conveyance to Issac Holdings, LLC for the sum of \$6,000,000 as presented. The motion passed unanimously.

(Ordinance No. ORD-2018-24 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is located in the County Commissioners' Office.)

**AGREEMENT OF SALE OF REAL PROPERTY**

Rob Slocum, County Administrator, and John Martirano, County Attorney, requested approval of the terms and conditions of the Agreement of Sale of Real Property (Agreement) between the Board of County Commissioners of Washington County, Maryland (Board), and Issac Holdings, LLC through its agent and authorized representative, JG Business Link International, Inc. (JGBLI). Mr. Slocum stated that staff met with JGBLI representatives on Monday, August 27, 2018 to discuss and address any remaining questions/concerns regarding the proposed Agreement. County staff presented a revised Agreement to JGBLI reflecting their requested changes which would be to submit the 10% deposit on September 6, 2018 with closing on October 30, 2018.

Commissioner Barr, seconded by Commissioner Keefer, moved to approve and to authorize the execution of the Agreement of Sale of Real Property between the Board of County Commissioners of Washington County, Maryland and Issac Holdings, LLC. as presented. The motion passed unanimously.

**INTERGOVERNMENTAL COOPERATIVE PURCHASE (INGT-18-008) FOR THE HIGHWAY DEPARTMENT OF THREE (3) DUMP TRUCKS**

Rick Curry, Director, Purchasing Department, and Jack Reynard, Fleet Manager, Highway Department, recommended authorization by Resolution of an Intergovernmental Cooperative Purchase (INGT-18-008) relating to the purchase of three (3) 4x2 Mack dump trucks from Potomac Truck Center, Inc. of Bladensburg, Maryland. By "piggy-backing" on a bid processed by the Howard County, Maryland Office of Purchasing (Contract #4400003267), the Board will be able to purchase the trucks for a total sum of \$598,500 (\$196,300 per truck, plus an extended warranty of \$3,200 on each). Mr. Reynard indicated that the three (3) proposed dump trucks would replace three (3) existing trucks, which are between fifteen (15) and seventeen (17) years old. The County's replacement guideline for vehicles greater than 33,000 pounds recommends replacement at ten (10)-years; if approved, the existing trucks will be sold on www.GovDeals.com. Funds for the purchase are contained in the Highway Department's budget.



Mr. Curry discussed the intergovernmental cooperative purchase process that 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. A determination to allow, or to participate, in an intergovernmental cooperative purchasing arrangement is by resolution indicating the cost benefits and efficiencies to the County.

Commissioner Keefer, seconded by Commissioner Myers, moved to authorize by Resolution the Intergovernmental Cooperative Purchase relating to the purchase of three (3) 4x2 Mack dump trucks from Potomac Truck Center, Inc. of Bladensburg, Maryland, for a total sum of \$598,500 (\$196,300 per truck, plus an extended warranty of \$3,200 on each) by using the Howard County, Maryland Office of Purchasing's contract award (Contract #4400003267). The motion passed unanimously.

(Resolution No. RS-2018-22 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is located in the County Commissioners' Office.)

**INTERGOVERNMENTAL COOPERATIVE PURCHASE (INGT-18-009) FOR THE HIGHWAY DEPARTMENT OF TWO (2) UTILITY TRACTORS**

Rick Curry, Director, Purchasing Department, and Jack Reynard, Fleet Manager, Highway Department, recommended authorization by Resolution of an Intergovernmental Cooperative Purchase (INGT-18-009) relating to the purchase of two (2) John Deere 5100 Utility Model Cab Tractor mowers with one (1) 88-inch rear offset flair mower and one (1) 74-inch rear offset flail mower from Smith's Implements, Inc. of Hagerstown, Maryland for \$112,203.27 each, for a total purchase amount of \$224,406.54. By "piggy-backing" on a bid processed by Deere & Company, Cary, North Carolina (Contract #001B6400652), the Board will be able to purchase the utility tractors for a total sum of \$224,406.54 (\$112,203.27 per tractor mower). Mr. Reynard indicated that the two (2) utility tractors would replace two (2) that are between sixteen (16) and seventeen (17) years old. The County's replacement guideline for utility tractors (off-highway equipment) recommends replacement at ten (10) years; if approved, the old tractors will be sold on [www.GovDeals.com](http://www.GovDeals.com). Mr. Curry stated that funds for the purchase are contained in the Highway Department's budget.

Mr. Curry discussed the intergovernmental cooperative purchase process that 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. A determination to allow or to participate in an intergovernmental cooperative purchasing arrangement is by resolution indicating the cost benefits and efficiencies to the County.

Commissioner Myers, seconded by Commissioner Keefer, moved to authorize by Resolution the Intergovernmental Cooperative Purchase relating to the purchase of two (2) John Deere 5100 Utility Model Cab Tractor mowers with one (1) 88-inch rear offset flair mower and one (1) 74-inch rear offset flail mower from Smith's Implements, Inc. of Hagerstown, Maryland for \$112,203.27 each, for a total purchase amount of \$224,406.54. The motion passed unanimously.

(Resolution No. RS-2018-23 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is located in the County Commissioners' Office.)

**SOLE SOURCE CONTRACT AWARD (PUR-1400) ROUTE MATCH FIXED -ROUTE SOFTWARE MODULE FOR USE BY WASHINGTON COUNTY TRANSIT DEPARTMENT**

Rick Curry, Director, Purchasing Department, and Kevin Cerrone, Director, Transit Department, recommended the approval of a contract for the procurement of Route Match Fixed-Route software module totaling \$309,950.00 from Route Match Software, Inc. of Atlanta, Georgia, contingent upon the company becoming registered with the Maryland Department of Assessments and Taxation and being in good standing.

Mr. Curry explained that the Transit Department requested the procurement of Route Match Fixed-Route software module under § 1-106.2(a)(1) and (2) of The Code of Public Local Laws of Washington County, Maryland, which states that “a sole source procurement is authorized and permissible when (1) Only one source exists that meets the County’s requirements and, (2) The compatibility of equipment, accessories, or replacement parts is the paramount consideration.” Mr. Cerrone stated that the software will provide performance improvement aspects such as on-time performance, communications among dispatch and drivers, schedule adherence, boost customer service, optimize vehicle usage and provide passengers with real-time information through this procurement. This procurement is an expansion that integrates into the department’s existing Route Match Demand Response (Paratransit & JOBS) dispatch software. The cost of the module including installation, implication, and training would be included in the pricing; procured through 34-44010-EQP061 under a distribution of federal \$247,960, State \$30,995, and local \$30,995.

Commissioner Myers, seconded by Commissioner Keefer, moved to authorize the Sole Source Contract Award (PUR-1400) relating to the procurement of Route Match Fixed-Route software module totaling \$309,950 from Route Match Software, Inc. of Atlanta, Georgia, contingent upon the company becoming registered with the Maryland Department of Assessments and Taxation and being in good standing. The motion passed unanimously.

**CLEAN COUNTY INITIATIVE – CLEAN STREETS / CLEAN STREAMS**

Dave Mason, Deputy Director, Solid Waste and Watershed Programs; Scott Hobbs, Director, Engineering; Alex Reed, Watershed Specialist, and John Swauger, Stormwater Management Coordinator, presented information with regards to the Clean County Initiative. Mr. Mason stated that Maryland Department of Environment (MDE) reached a final determination on April 27, 2018, to issue the National Pollutant Discharge Elimination System (NPDES) General Permit for discharges from small Municipal Separate Storm Sewer Systems (MS4s); he added that the County plans to submit the Notice of Intent (NOI) before the deadline of October 31, 2018. He explained that the NOI will serve as an indication that the County intends to comply with the terms and conditions of the permit, which expire on October 30, 2023, unless the expiration date is administratively continued by MDE. A meeting is scheduled with MDE and County staff on September 14, 2018 to review permit information prior to submission of the NOI.

Mr. Mason stated that the permit will require municipalities to implement stormwater management programs to improve water quality and control the discharge of pollutants into and through its MS4s. These programs include six (6) minimum control measures: public education and outreach; public participation and involvement; illicit discharge detection and elimination; construction site stormwater runoff control; post construction stormwater management; and pollution prevention/good housekeeping. The permit also establishes new requirements for impervious restoration for twenty percent of existing developed areas within the County’s Urbanized Area that

have little or no stormwater management. As part of the control measures mentioned, staff will continue to work on plans for cost-effective stormwater best management practices for impervious area treatment or reduction and efforts to satisfy the Watershed Implementation Plan.

Mr. Mason will provide the Commissioners with regular updates regarding the Clean County Initiative as updates become available.

### **FY2019 COMMISSIONERS GOALS**

Sara Greaves, Chief Financial Officer, requested approval of the Commissioner goals for inclusion into the annual Operating and Capital Budget book. Ms. Greaves detailed the goals as: (1) Endeavor to improve Washington County in Public Safety, Infrastructure, Education, Economic Development and Human Services, (2) Maintain the utmost efficiency in services provided by a willing and capable staff, (3) Encourage an open and transparent transition to the newly elected Board, (4) Lead the County in collaborative partnerships, both underway and to be developed, with public and private partners, (5) Fulfill commitments made to the Urban Improvement Project and specifically, to the Maryland Theatre, in essential forward funding, (6) Lead reinvestment in Cascade Town Center, the former Fort Ritchie and the Community Center, and, (7) Foster economic growth and vitality through only the most prudent and secure use of tax payer dollars.

Commissioner Myers, seconded by Commissioner Keefer, moved to approve the FY2019 Commissioner Goals for inclusion into the annual Operating and Capital Budget book. The motion passed unanimously.

### **REVIEW OF ACCOUNTS**

Sara Greaves, Chief Financial Officer, provided the Commissioners with an update on the history of individual accounts for which a review request(s) has been received. These accounts include the Hotel Rental Fund, Cascade expenditures, Pension, EDU's, Water Fund, Sewer Fund, Solid Waste Fund, Enterprise Fund Support, and Retirement Plan. Ms. Greaves provided a brief description on each inquiry received.

Commissioner Cline asked about the frequency of Hotel Rental tax submissions and if there is a collection procedure for those who do not submit. Ms. Greaves stated that the funds are typically received monthly and for those who do not submit, Mr. Todd Hershey, County Treasurer, initiates collection.

Under the Pension topic, Commissioner Keefer has requested to see a comparison of the cost of living adjustment for retirees in Washington County and from other counties, to include Board of Education.

### **RECONVENE IN CLOSED SESSION**

Commissioner Barr, seconded by Commissioner Myers, moved to convene in closed session at 12:20 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 the acquisition of real property for a public purpose and matters directly related thereto; to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State, in accordance with Section 3-

305(b)(1), (3), (4) of the General Provisions Article of the Annotated Code of Maryland. The motion passed unanimously.

In closed session, the Commissioners considered several personnel recommendations and related staffing issues with staff; and discussed several issues relating to proposals from several businesses or industrial organizations hoping to locate, expand or remain in the County/State.

During closed session, the Commissioners provided direction to staff regarding several personnel recommendations and the filing of certain vacancies; and requested that staff continue to provide the Commissioners with timely updates on potential economic development projects.

Present during closed session were Commissioners Terry L. Baker, Jeffrey A. Cline; Wayne K. Keefer, and LeRoy E. Myers Jr. Also present were Robert J. Slocum, County Administrator; Krista L. Hart, County Clerk; John Martirano, County Attorney, and at various times Commissioner John F. Barr; Jim Hovis, Chief Operations Officer; Deb Peyton, Director, Division of Health and Human Services; and Susan Small, Business Leader, Business Development.

  
Robert J. Slocum, County Administrator

  
John Martirano, County Attorney

  
Krista L. Hart, County Clerk