

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

*Open Session Minutes*

**January 8, 2019**

**INVOCATION AND PLEDGE OF ALLEGIANCE**

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

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

December 11, 2018

Commissioner Meinelschmidt, seconded by Commissioner Wagner, moved to approve the minutes of December 11, 2018. The motion passed unanimously.

December 18, 2018

Commissioner Meinelschmidt, seconded by Commissioner Baker, moved to approve the minutes of December 18, 2018. The motion passed unanimously.

**CONVENE IN CLOSED SESSION**

Commissioner Meinelschmidt, seconded by Commissioner Wagner, moved to convene in closed session at 8:06 a.m. to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; 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 discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the development of fire and police services and staff; and (ii) the development and implementation of emergency plans, in accordance with Section 3-305(b) (1), (4), (7), (10) of the General Provisions Article of the Annotated Code of Maryland. The motion passed unanimously.

In closed session, the Commissioners discussed potential appointments to a board over which the Commissioners have appointing authority and directed staff to bring forward the appointments in a later open session. The Commissioners also considered changes to the assignments of several employees over whom the board has jurisdiction and directed staff to bring the matter forward for consideration in open session. The Commissioners received legal advice concerning several legal matters and provided staff with directions concerning those matters. The Commissioners also received information about the development of fire and emergency services and staff and public security, and about the potential location of several businesses within the County.

Present during closed session were Commissioners Jeffrey A. Cline, Terry L. Baker, Wayne K. Keefer, Cort F. Meinelschmidt, and Randall E. Wagner. Also present were Robert J. Slocum, County Administrator; Krista L. Hart, County Clerk; Kirk C. Downey, County Attorney; Kendall McPeak, Assistant County Attorney, and at various times Dan DiVito, Director, Division of Environmental Management; Sara Greaves, Chief Financial Officer; Dave Hays, Director, Division of Emergency Management (DES); Dave Chisholm, Assistant Director, DES; Robert Moncrief, President, Washington County Volunteer Fire and Rescue Association; Jonathan Hart, Assistant Director -Fire Services, EMS; and Susan Small, Director, Business Development.

### **RECONVENE IN OPEN SESSION**

Commissioner Wagner, seconded by Commissioner Keefer, moved to reconvene in open session at 10:25 a.m. The motion passed unanimously.

### **REPORTS FROM COUNTY STAFF**

Deb Peyton, Director, Division of Health and Human Services, introduced new staff member, Mr. Holloway, Director, Division of Plan Review and Permitting.

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

#### **Area Agency on Aging Advisory Council**

Commissioner Keefer, seconded by Commissioner Wagner, moved to appoint Paul Ward and Julie Ferron each to serve a first, three (3) year term from February 1, 2019 through January 31, 2022; and to appoint Vernell Doyle to serve a first, three (3) year term from January 1, 2019 through December 31, 2021. The motion passed unanimously.

### **CITIZENS' PARTICIPATION**

Andy Wyatt, 1158 White Lake Lane, Frederick, Maryland – Vice President / General Manager of WDVM discussed disruption of cable service with partners at Antietam Cable, sharing information regarding negotiation details held. Commissioners thanked Mr. Wyatt for presenting the information and shared their appreciation for the attempts to negotiate with Antietam Cable.

### **FIRST QUARTER ADJUSTMENTS TO THE WASHINGTON COUNTY BOARD OF EDUCATION'S FISCAL YEAR 2019 GENERAL FUND BUDGET**

Jeffrey Proulx, Chief Operating Officer, and David Brandenburg, Executive Director of Finance, Washington County Public Schools, requested adjustments to the First Quarter Fiscal Year (FY) 2019 General Fund Budget by increasing the following categories: Instructional Salaries - \$136,410, Other Instructional Costs - \$96,324, and Operation of Plant - \$50,000; and by decreasing the following categories: Administration - \$60,000, Mid-Level Administration - \$33,909, Instructional Textbooks and Supplies - \$43,415, and Fixed Charges - \$145,410, for a net change in fund balance of \$0. Mr. Proulx discussed several reasons for the requested adjustments.

Commissioner Baker, seconded by Commissioner Meinelschmidt, moved to approve the requested adjustments to the Washington County Board of Education's First Quarter FY2019 General Fund Budget as presented. The motion passed unanimously.

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

Commissioner Baker wished employees a Happy New Year and shared his appreciation for the ability to work with the citizens of Washington County.

Commissioner Keefer shared that he has received citizen comment regarding audit discussion held in December 2018 on the topic of the money from the Waste to Energy funding, adding that it was believed that an error had been made by the County. He wanted to confirm that no error had been made and the decision of the Board had not changed. Rob Slocum, County Administrator, concurred, adding that no error on part of the County has occurred.

Commissioner Wagner stated his goal for the term would be for continuity among the Board and staff. He has attended several meetings for Boards and Commissions and looks forward to working on priorities and towards resolutions for issues.

Commissioner Meinelschmidt shared that he attended the winter conference of MACo and thanked former Commissioner John Barr for his hospitality. He added that during the conference, he attended and successfully completed the training for the Open Meetings Act. Commissioner Meinelschmidt also stated that he is aware of several media reports regarding the workplace environment in Washington County governmental offices and shared that if any employee needs to share information or file a complaint, they may do so with no fear of retaliation, he personally guarantees that.

Additionally, Commissioner Meinelschmidt requested that the Division of Health and Human Services and County Attorney's office review the employee complaint and grievance procedures. The Commissioners reached a consensus that a review is necessary for the complaint and grievance process and authorized staff to move forward with the review.

President Cline agreed with Commissioner Meinelschmidt and added that employees are welcome to discuss any issue with confidence and anonymity with no fear of retaliation. He thanked Commissioner Meinelschmidt for attending the MACo events on behalf of Washington County. Additionally, he attended the Meritus Medical Center, Crayton Boulevard ribbon cutting event and the Town of Funkstown's council swearing in. He added that support is necessary for the Washington County volunteer system.

### **ADULT DRUG COURT**

Honorable Brett R. Wilson presented the Board with a presentation on Drug Courts, to include information on locations, effectiveness, and how they work.

### **REPAIR OF COMPACTORS FOR THE DEPARTMENT OF SOLID WASTE**

Dave Mason, Deputy Director, Department of Solid Waste, requested approval for the transfer of funds from the Fund Balance Reserve Account to the Machinery and Equipment Account for the certified rebuild of a Caterpillar 826G Compactor in the estimated amount of \$550,000, and for the repair of a Caterpillar 826H Compactor in the estimated amount of \$250,000 at the Forty West Landfill. Staff has determined that a certified rebuild of the 826G Compactor and upgrades to the 826H Compactor, would be the most cost-effective option.

Commissioner Meinelschmidt, seconded by Commissioner Keefer, moved to approve the requested transfer of funds from the Fund Balance Reserve Account to the Machinery and Equipment Account as presented. The motion passed unanimously.

**MICROSOFT OFFICE 365 ANNUAL SOFTWARE LICENSE SUBSCRIPTION  
RENEWAL (YEAR 2 OF 3)**

Ron Whitt, Director, Division of Information Systems, requested approval to renew the Microsoft Office 365 Annual Software License Subscriptions as follows: G1 Plan Renewals – total quantity of 100 at \$96.99/year, and G3 Plan Renewals – total quantity of 365 at \$219.79/year.

Commissioner Meinelschmidt, seconded by Commissioner Wagner, moved to approve the Microsoft Office 365 Annual Software License Subscription as presented. The motion passed unanimously.

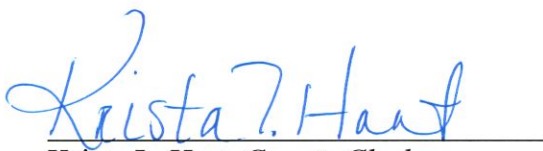
**BNR FORCEMAIN EMERGENCY REPAIR**

Mark Bradshaw, Deputy Director, Engineering Services, Division of Environmental Management, requested approval of change order number 1 for the Manhole Replacement Project (LIN040) to Carl Belt, Inc., in the amount of \$114,750. The manhole is located on the DOT Foods side of railroad tracks in Williamsport, Maryland.

Commissioner Keefer, seconded by Commissioner Wagner, moved to approve change order number 1 for the manhole replacement to Carl Belt, Inc., in the amount of \$114,750 as presented. The motion passed unanimously.

**ADJOURNMENT**

Commissioner Meinelschmidt, seconded by Commissioner Keefer, moved to adjourn 11:35 a.m. The motion passed unanimously.



Krista L. Hart, *County Clerk*