



100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201  
WWW.WASHCO-MD.NET

## BOARD OF COUNTY COMMISSIONERS

March 18, 2025

### OPEN SESSION AGENDA

- 8:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE  
CALL TO ORDER, *President John F. Barr*
- 8:00 A.M. CITIZEN PARTICIPATION - (*Citizens' participation is scheduled for a minimum of 30 minutes and each citizens' comment will be limited to 3 minutes. This time limit will be strictly enforced by the President. In the event a speaker begins his or her comments prior to the end of the thirty (30) minute citizen participation period, he or she will be permitted to their fully allotted three (3) minutes. To participate in this segment of the meeting, citizens are required to sign up with their name and address by 8:00 a.m. Citizens will be called to speak in the order in which they signed up. There shall be no donating or pooling of time to allow any one person to speak longer than 3 minutes. This portion of the meeting will not be broadcast.*)
- 8:30 AM RECESS
- 9:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE  
CALL TO ORDER, *President John F. Barr*  
APPROVAL OF MINUTES: *February 25, 2025*
- 9:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 9:20 AM 1. CONTRACT RENEWAL (PUR-1596) LABORATORY SERVICES FOR WATER/ WASTEWATER TESTING FOR THE DEPARTMENT OF WATER QUALITY  
*Brandi Kentner, Purchasing, Director; Becky Orndorff, Laboratory Director, Water Quality*
2. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0179) POLICE VEHICLE EQUIPMENT FOR THE WASHINGTON COUNTY SHERIFF'S OFFICE  
*Brandi Kentner, Director, Purchasing; Sheriff Brian Albert, Washington County Sheriff's Office; Gerald Martz, Fleet Services Manager, Washington County Sheriff's Office*

- 9:30 AM 3. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0180)  
POLICE VEHICLE EQUIPMENT FOR THE WASHINGTON COUNTY  
SHERIFF'S OFFICE  
*Brandi Kentner, Director, Purchasing; Sheriff Brian Albert, Washington County  
Sheriff's Office; Gerald Martz, Fleet Services Manager, Washington County Sheriff's  
Office*
4. SOLE SOURCE AWARD (PUR-1733) – REVOLVEAIR FILL STATION  
*Brandi Kentner, Director, Purchasing; Eric Jacobs, Assistant Director – Field  
Operations, Emergency Services*
- 9:40 AM 5. PUBLIC HEARING – MODIFICATION OF 9-1-1 FEE  
*Zachary Kieffer, County Attorney; Kelcee Mace, Chief Financial Officer*
- 9:55 AM 6. PUBLIC HEARING - CROSS CONNECTION CONTROL ORDINANCE/PLAN  
*Davina Yutzy, Deputy Director, Water Quality; Mark Bradshaw, Director,  
Environmental Management*
- 10:10 AM 7. INSPECTION/REPAIR OF SHARPSBURG WATER SYSTEM AQUASTORE  
GLASS COATED, BOLTED STEEL STORAGE TANK  
*Davina Yutzy, Deputy Director, Water Quality; Mark Bradshaw, Director,  
Environmental Management*
- 10:20 AM 8. FY26 SOLID WASTE BUDGET  
*David A. Mason, Director, Solid Waste*
- 10:30 AM 9. SCHOFIELD CONSERVATION RESERVE ENHANCEMENT PROGRAM  
(CREP) EASEMENT PROPOSAL  
*Chris Boggs, Rural Preservation Administrator, Planning and Zoning*
- 10:35 AM 10. FABRICATED EXTRUSION COMPANY, LLC – DEFAULT OF TERMS OF  
FINANCIAL INCENTIVE AGREEMENT  
*Linda Spence, Financial Programs Administrator, Business and Economic  
Development; Jonathan Horowitz, Director, Business and Economic Development*
- 10:40 AM 11. FY26 SCHOOL BASED HEALTH CENTER GRANT – APPROVAL TO  
SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING  
*Richard Lesh, Grant Manager, Grant Management*
- 10:45 AM 12. OFFICE OF PROBLEM-SOLVING COURTS DISCRETIONARY GRANT  
APPLICATION SUBMITTAL  
*Jennifer Bricker, Treatment Court Coordinator, Circuit Court for Washington County;  
Richard Lesh, Grant Manager, Grant Management*

10:50 AM 13. SUPPLEMENTAL EASEMENT FOR POTOMAC EDISON  
*Todd Moser, Real Property Manager, Engineering*

10:55 AM 14. FY25 BUDGET ADJUSTMENT  
*Kelcee Mace, Chief Financial Officer*

11:00 AM STAFF COMMENTS

11:05 AM 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; or any other personnel matter that affects one or more specific individuals. (1). Confidential personnel matters to be discussed.*

- *Discuss discipline of employee.*
- *Consideration of appointments to (1) Washington County Public Golf Corporation Board and (2) Adult Public Guardianship Review Board*
- *Discussion of compensation and employment of certain staff within County government.*
- *Discussion of appointment by BOCC to Salary Study Commission. Provision of legal advice also contemplated for this item.)*

12:00 PM RECONVENE IN OPEN SESSION

RECESS

**EVENING MEETING AT THE TOWN OF FUNKSTOWN**  
**Location: 30 EAST BALTIMORE STREET, FUNKSTOWN, MARYLAND**

6:00 PM INVOCATION AND PLEDGE OF ALLEGIANCE  
*CALL TO ORDER, Vice President Jeffrey A. Cline*

6:05 PM TOWN OF FUNKSTOWN LEADERS' REPORTS AND COMMENTS

6:20 PM COMMISSIONERS' AND COUNTY ADMINISTRATOR'S REPORTS AND COMMENTS

6:30 PM CITIZENS PARTICIPATION - *(Citizens' participation is scheduled for a minimum of 30 minutes and each citizens' comment will be limited to 3 minutes. This time limit will be strictly enforced by the President. In the event a speaker begins his or her comments prior to the end of the thirty (30) minute citizen participation period, he or she will be permitted to their fully allotted three (3) minutes. To participate in this*

*segment of the meeting, citizens are required to sign up with their name and address by 6:00 p.m. Citizens will be called to speak in the order in which they signed up. There shall be no donating or pooling of time to allow any one person to speak longer than 3 minutes. This portion of the meeting will not be broadcast.)*

7:00 PM      ADJOURNMENT

***Citizens' comments regarding the items on this Agenda or any other item of County business may be directed to the County Commissioners at [contactcommissioners@washco-md.net](mailto:contactcommissioners@washco-md.net).***

***You may also contact each Commissioner individually at:***

***John F. Barr, President: [jbarr@washco-md.net](mailto:jbarr@washco-md.net) or (240) 313-2205;***

***Jeffrey A. Cline, Vice President: [jcline@washco-md.net](mailto:jcline@washco-md.net) or (240) 313-2208;***

***Derek Harvey, Commissioner: [dharvey@washco-md.net](mailto:dharvey@washco-md.net) or (240) 313-2206;***

***Randall E. Wagner, Commissioner: [rwagner@washco-md.net](mailto:rwagner@washco-md.net) or (240) 313-2207.***

***Additionally, you may contact Michelle Gordon, County Administrator at [mgordon@washco-md.net](mailto:mgordon@washco-md.net) or (240) 313-2202.***





Open Session Item

**SUBJECT:** Contract Renewal (PUR-1596) Laboratory Services for Water/Wastewater Testing for the Department of Water Quality

**PRESENTATION DATE:** March 18, 2025

**PRESENTATION BY:** Brandi Kentner, CPPO, Purchasing Director, Becky Orndorff, Laboratory Director, Water Quality Operations

**RECOMMENDED MOTION:** Move to renew the contract for the Laboratory Services for Water/Wastewater Testing for the Department of Water Quality with ALS Group USA, dba ALS Environmental, of Middletown, PA, per the rate included in its letter dated February 6, 2025. ALS is requesting a Consumer Price Index (CPI) increase of 3% to the current pricing structure for this renewal time period.

**REPORT-IN-BRIEF:** On March 28, 2023, the Board of County Commissioners of Washington County originally awarded a contract for the subject services to ALS, based on a total bid sum of \$82,142 for items 1 through 59. This contract was for a period of one (1) year, with an option by the County to renew for up to two (2) additional consecutive one (1) year periods, which began May 1, 2023. This is the second of two additional one-year renewal periods. The quantities stated in the bid document are estimated annual quantities. This is a requirements contract, utilized on an as-needed basis with no guarantee of minimum or maximum number of units of services.

The scope of services to be provided by the contractor includes pick-up, preservation and transport of samples (which could be water, wastewater, and/or solids) from the Department of Water Quality's Laboratory twice per week. All analyses are to be completed and reported within fourteen (14) consecutive calendar days after the contractor receives the sample.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funding for these services is available in the Department of Water Quality's operating budget 515000-40-40030.

**CONCURRENCES:** Division Director of Environmental Management

**ALTERNATIVES:** N/A

**ATTACHMENTS:** ALS Group USA, Corp., letter dated February 6, 2025

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



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**ALS Group USA, Corp.**  
301 Fulling Mill Road  
Middletown, PA 17057  
T +1 717 944 5541 F +1 717 944 1430

February 6, 2025

Washington County Purchasing Department  
Washington County Administration Building  
100 West Washington Street, Suite 320  
Hagerstown, MD 21740-4748

**ATTENTION:** Brandi J. Naugle

**RE: Letter of Intent for PUR 1596**

Dear Brandi,

ALS Environmental would like to renew the Contract PUR-1596 - Laboratory Services for Water/Wastewater Testing for the second consecutive one year period beginning May 1, 2025 through April 30, 2026. ALS is also requesting a CPI increase of 3% to the current price structure in place for this time period. **See attached.**

If you have any questions or need additional information, you may contact me at 717-577-3515 or [Shiloh.Summy@alsglobal.com](mailto:Shiloh.Summy@alsglobal.com).

Yours sincerely,

Mr. Shiloh Summy  
Laboratory Director

Attachment



## Agenda Report Form

### Open Session Item

**SUBJECT:** Intergovernmental Cooperative Purchase (INTG-25-0179) Police Vehicle Equipment for the Washington County Sheriff's Office

**PRESENTATION DATE:** March 18, 2025

**PRESENTATION BY:** Brandi Kentner, CPPO, Director of Purchasing; Brian Albert, Washington County Sheriff, Gerald Martz, Fleet Services Manager

**RECOMMENDED MOTION:** Move to authorize by Resolution for the Washington County Sheriff's Department to purchase Police Vehicle Equipment for the upfitting of sixteen (16) 2025 Ford Police Inceptors, to the responsible, responsive bidder, SoundOff Signal, of Hudsonville, MI at the total price of \$95,511.36 and to utilize another jurisdictions contract (#001B4600400) that was awarded by State of Maryland Department of General Services.

**REPORT-IN-BRIEF:** The emergency lighting and controls equipment will be installed in and on vehicles that were approved by the Board on August 13, 2024.

**DISCUSSION:** The Code of Public Laws of Washington County, Maryland (the Public Local Laws) §1-106.3 provides that the Board of County Commissioners may procure goods and services through a contract entered into by another governmental entity, in accordance with the terms of the contract, regardless of whether the County was a party to the original contract. The State of Maryland Department of General Services took the lead in soliciting the resulting agreement. If the Board of County Commissioners determines that participation by Washington County would result in cost benefits or administrative efficiencies, it could approve the purchase of this equipment in accordance with the Public Local Laws referenced above by resolving that participation would result in cost benefits or in administrative efficiencies.

The County will benefit from direct cost savings in the purchase of this equipment because of the economies of scale this buying group leveraged. I am confident that any bid received as a result of an independent County solicitation would exceed the spending savings that the State of Maryland Department of General Services contract provides through this agreement. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting and evaluating a bid. This savings/cost avoidance would, I believe, be significant.

**FISCAL IMPACT:** Fund is available in the department's Capital Budget account 600300-30-11310-VEH006 for this purchase.

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** SoundOff Signal quote dated 2/5/25

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

# Team One Network - SOUNDOFF SIGNAL QUOTE

**Dealer** Priority Install      **Dealer Discount** 58 %  
**Agency** Washington CO SO      **Quote Total** \$ 5,969.46  
**Date** 2/5/2025  
**Vehicle** 2025 Ford PIU



Part #	Description	Location	Qty	List Price	Dealer Cost	Total Cost
ENFWB01EJZ	nFORCE 6mod - RW/BW	Front WS	1	\$ 1,657.00	\$ 695.94	\$ 695.94
EMPAK01QT1	8mod Mpower Arrow Kit - Stealth - Tricolor	Spoiler	1	\$ 3,289.00	\$ 1,381.38	\$ 1,381.38
ENGSA5200RSP	500 Siren-200W-Remote-Push Button	Console/Tray	1	\$ 1,934.00	\$ 812.28	\$ 812.28
ENGLMK013	Link Module	P/S Kick Panel	1	\$ 750.00	\$ 315.00	\$ 315.00
ENGND04102	Remote Node	EC/ET	2	\$ 383.00	\$ 160.86	\$ 321.72
ENGHNK06	Remote Node 10ft Ext. Harness	EC/ET	2	\$ 188.00	\$ 78.96	\$ 157.92
ETSS100J5	100W Speaker	Push Bumper	2	\$ 465.00	\$ 195.30	\$ 390.60
EMPS4STS5RBW	4" HD Mpower - Stud Mount - R/B/W	Push Bumper	2	\$ 280.00	\$ 117.60	\$ 235.20
EMPS2STS5RBW	4" Mpower - Screw Mount - R/B/W	Fog	2	\$ 280.00	\$ 117.60	\$ 235.20
PMPSABZ01B	4" Mpower Black Bezel	Fog/Tag	4	\$ 24.00	\$ 10.08	\$ 40.32
ELUC3H010J	Univ. Undercover - Red/Blue	Headlamps	2	\$ 171.00	\$ 71.82	\$ 143.64
ENT3B3RBW	Surface Mount Intersector - R/B/W	Mirrors	2	\$ 382.00	\$ 160.44	\$ 320.88
PMP2BKUMB8-D	SM Intersector Mirror Bracket	D/S Mirror	1	\$ 53.00	\$ 22.26	\$ 22.26
PMP2BKUMB8-P	SM Intersector Mirror Bracket	P/S Mirror	1	\$ 53.00	\$ 22.26	\$ 22.26
ECVDMLTALDC	6" Dome Light	Cab	1	\$ 165.00	\$ 69.30	\$ 69.30
EMPS2STS4J	4" Mpower - Stud Mount - R/B	Profile	2	\$ 252.00	\$ 105.84	\$ 211.68
PMP2WSSSB	4" Mpower Single Shroud	Profile	2	\$ 28.00	\$ 11.76	\$ 23.52
EMPS2024A-8	4" Mpower - Screw Mount w/ 8ft lead - R/B/W	Tag	2	\$ 313.00	\$ 131.46	\$ 262.92
ELUC3H010B	Univ. Undercover - Blue	Taillamps	2	\$ 171.00	\$ 71.82	\$ 143.64
PLUCTCL1	Univ. Undercover Collar Kit	Taillamps	2	\$ 7.00	\$ 2.94	\$ 5.88
EMPS10EVR-R	3" Mpower-Screw-w/ 8ft lead - Red	Hatch	1	\$ 188.00	\$ 78.96	\$ 78.96
EMPS10EVR-B	3" Mpower-Screw-w/ 8ft lead - Blue	Hatch	1	\$ 188.00	\$ 78.96	\$ 78.96
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Jason Meyer - Team One Network  
 (540) 408-3257 | Jason@TeamOneNetwork.com  
 www.SoundoffSignal.com

**RESOLUTION NO. RS-2025-**

***(Intergovernmental Cooperative Purchase [INTG-25-0179] Police Vehicle Equipment for the Washington County Sheriff's Office)***

**RECITALS**

The Code of Public Local Laws of Washington County, Maryland (the "Public Local Laws"), § 1-106.3, provides that the Board of County Commissioners of Washington County, Maryland (the "Board"), "may procure goods and services through a contract entered into by another governmental entity in accordance with the terms of the contract, regardless of whether the county was a party to the original contract."

Subsection (c) of § 1-106.3 provides that "A determination to allow or participate in an intergovernmental cooperative purchasing arrangement under subsection (b) of this section shall be by resolution and shall either indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justifications for the arrangement."

The Washington County Sheriff's Office seeks to purchase Police Vehicle Equipment for the upfitting of sixteen (16) 2025 Ford Police Interceptors, to the responsible, responsive bidder SoundOff Signal of Hudsonville, Michigan, at the total price of \$95,511.36, and to utilize another jurisdictions' contract (#001B4600400) that was awarded by the State of Maryland Department of General Services.

Eliminating the County's bid process will result in administrative and cost savings for the County. The County will benefit with direct cost savings because of the economies of scale the aforementioned contract has leveraged. Additionally, the County will realize administrative efficiencies and savings as a result of not preparing, soliciting, and evaluating bids.

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to § 1-106.3 of the Public Local Laws, that the Department of Emergency Services is hereby authorized to purchase Police Vehicle Equipment for the upfitting of sixteen (16) 2025 Ford Police Interceptors, to the responsible, responsive bidder SoundOff Signal of Hudsonville, Michigan, at the total price of \$95,511.36, and to utilize another jurisdictions' contract (#001B4600400) that was awarded by the State of Maryland Department of General Services.

Adopted and effective this \_\_\_\_ day of March, 2025.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

\_\_\_\_\_  
Dawn L. Marcus, County Clerk

BY: \_\_\_\_\_  
John F. Barr, President

Approved as to form  
and legal sufficiency:

\_\_\_\_\_  
Zachary J. Kieffer  
County Attorney

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



## Agenda Report Form

### Open Session Item

**SUBJECT:** Intergovernmental Cooperative Purchase (INTG-25-0180) Police Vehicle Equipment for the Washington County Sheriff's Office

**PRESENTATION DATE:** March 18, 2025

**PRESENTATION BY:** Brandi Kentner, CPPO, Director of Purchasing; Brian Albert, Washington County Sheriff, Gerald Martz, Fleet Services Manager

**RECOMMENDED MOTION:** Move to authorize by Resolution for the Washington County Sheriff's Department to purchase Police Vehicle Equipment for the upfitting of sixteen (16) 2025 Ford Police Inceptors, to the responsible, responsive bidder, Troy Products, of Montebello, CA at the total price of \$57,696 and to utilize another jurisdictions contract (#001B4600402) that was awarded by State of Maryland Department of General Services.

**REPORT-IN-BRIEF:** This interior upfitting is for the consoles and safety barriers; it will be installed in and on vehicles that were approved by the Board on August 13, 2024.

**DISCUSSION:** The Code of Public Laws of Washington County, Maryland (the Public Local Laws) §1-106.3 provides that the Board of County Commissioners may procure goods and services through a contract entered into by another governmental entity, in accordance with the terms of the contract, regardless of whether the County was a party to the original contract. The State of Maryland Department of General Services took the lead in soliciting the resulting agreement. If the Board of County Commissioners determines that participation by Washington County would result in cost benefits or administrative efficiencies, it could approve the purchase of this equipment in accordance with the Public Local Laws referenced above by resolving that participation would result in cost benefits or in administrative efficiencies.

The County will benefit from direct cost savings in the purchase of this equipment because of the economies of scale this buying group leveraged. I am confident that any bid received as a result of an independent County solicitation would exceed the spending savings that the State of Maryland Department of General Services contract provides through this agreement. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting and evaluating a bid. This savings/cost avoidance would, I believe, be significant.

**FISCAL IMPACT:** Fund is available in the department's Capital Budget account 600300-30-11310-VEH006 for this purchase.

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Troy Products quote dated 2/5/25

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



# Team One Network - TROY PRODUCTS QUOTE

Dealer Frontline Mobile Tech  
 Agency Washington CO SO  
 Date 2/5/2025  
 Vehicle 2025 Ford PIU

Dealer Discount 40 %  
 Parts Total \$ 3,606.00  
 Freight  
 Quote Total \$ 3,606.00



Part #	Description	Qty	List Price	Dealer Cost	Total Cost	FP SIZE
CC-20-UVLP-17	Low Profile Center Console w/ Computer Deck - 17"	1	\$ 547.00	\$ 328.20	\$ 328.20	
AC-UV20-HC	Wire Harness Cover	1	\$ -	\$ -	\$ -	
FP-MXTL2500	Motorola Faceplate	1	\$ -	\$ -	\$ -	3
AC-MAG-MIC	Magnetic Mic	1	\$ 67.00	\$ 40.20	\$ 40.20	
FP-SO500-R	SoundOff Signal 500 Siren Faceplate	1	\$ -	\$ -	\$ -	4
FP-USB-2DC	Charging Ports (2)DC - (1)USB	1	\$ 90.00	\$ 54.00	\$ 54.00	2
FP-BLNK1	1" Blank Faceplate	1	\$ -	\$ -	\$ -	1
AC-INBHG	Dual Beverage Holder	1	\$ 50.00	\$ 30.00	\$ 30.00	4
AC-TICK-2	3" Shallow Storage Tray	1	\$ 53.00	\$ 31.80	\$ 31.80	3
AC-PENPRTR-58-CC	Printer Armrest - Bolts to Console	1	\$ 495.00	\$ 297.00	\$ 297.00	
CM-DH-SLDK-LED	Computer Mount - Deck Mount	1	\$ 641.00	\$ 384.60	\$ 384.60	
KT-GM-SGL-SC6	Single Weapon Mount Kit	1	\$ 455.00	\$ 273.00	\$ 273.00	
KIT-TP-SM1U-BB-SS-N	Front Partition Bent Frame Parition Kit - Notched	1	\$ 1,463.00	\$ 877.80	\$ 877.80	
TP-20-UVFX-LCP	Rear Partition Kit w/ FX Bracket and Locking Cubby	1	\$ 880.00	\$ 528.00	\$ 528.00	
CP-UV20-CARGO	Cargo Mount	1	\$ 950.00	\$ 570.00	\$ 570.00	
AC-20-UV-TRAY	Electronics Tray	1	\$ 319.00	\$ 191.40	\$ 191.40	
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Jason Meyer - Team One Network  
 (540) 408-3257 | Jason@TeamOneNetwork.com  
 www.TroyProducts.com



**RESOLUTION NO. RS-2025-**

***(Intergovernmental Cooperative Purchase [INTG-25-0180] Police Vehicle Equipment for the Washington County Sheriff's Office)***

**RECITALS**

The Code of Public Local Laws of Washington County, Maryland (the "Public Local Laws"), § 1-106.3, provides that the Board of County Commissioners of Washington County, Maryland (the "Board"), "may procure goods and services through a contract entered into by another governmental entity in accordance with the terms of the contract, regardless of whether the county was a party to the original contract."

Subsection (c) of § 1-106.3 provides that "A determination to allow or participate in an intergovernmental cooperative purchasing arrangement under subsection (b) of this section shall be by resolution and shall either indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justifications for the arrangement."

The Washington County Sheriff's Office seeks to purchase Police Vehicle Equipment for the upfitting of sixteen (16) 2025 Ford Police Interceptors, to the responsible, responsive bidder Troy Products, of Montebello, California, at the total price of \$57,696, and to utilize another jurisdictions' contract (#001B4600402) that was awarded by State of Maryland Department of General Services.

Eliminating the County's bid process will result in administrative and cost savings for the County. The County will benefit with direct cost savings because of the economies of scale the aforementioned contract has leveraged. Additionally, the County will realize administrative efficiencies and savings as a result of not preparing, soliciting, and evaluating bids.

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to § 1-106.3 of the Public Local Laws, that the Department of Emergency Services is hereby authorized to purchase Police Vehicle Equipment for the upfitting of sixteen (16) 2025 Ford Police Interceptors, to the responsible, responsive bidder Troy Products, of Montebello, California, at the total price of \$57,696, and to utilize another jurisdictions' contract (#001B4600402) that was awarded by State of Maryland Department of General Services.

Adopted and effective this \_\_\_\_ day of March, 2025.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

\_\_\_\_\_  
Dawn L. Marcus, County Clerk

BY: \_\_\_\_\_  
John F. Barr, President

Approved as to form  
and legal sufficiency:

\_\_\_\_\_  
Zachary J. Kieffer  
County Attorney

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



### Open Session Item

**SUBJECT:** Sole Source Award (PUR-1733) – Revolveair Fill Station

**PRESENTATION DATE:** March 18, 2025

**PRESENTATION BY:** Brandi Kentner, CPPO, Director of Purchasing – Eric Jacobs, Assistant Director, Division of Emergency Services

**RECOMMENDATION:** Motion to authorize a Sole Source procurement of a Revolveair Fill Station for firefighter SCBA from Municipal Emergency Services, Inc. (MES) of Charlotte, NC for the total sum in the amount of \$52,332 based on its proposal dated January 14, 2025.

**REPORT-IN-BRIEF:** DES wishes to apply Section 1-106.2(a)(2) of the Code of Public Laws of Washington County, Maryland, to procure the request. This section states that a sole source procurement is authorized and permissible when: The compatibility of equipment, accessories, or replacement parts is the paramount consideration.

This request requires the approval of four of the five Commissioners in order to proceed with a sole source procurement. If approved, the following steps of the process will occur as outlined by the law: 1) Not more than ten (10) days after the execution and approval of a contract under this section, the procurement agency shall publish notice of the award in a newspaper of general circulation in the County, and 2) An appropriate record of the sole source procurement shall be maintained as required.

#### **DISCUSSION:**

This initiative by the Division of Emergency Services represents a significant improvement in fire and rescue service efficiency. By strategically placing RevolveAir fill stations at county fire stations, departments will experience reduced response times and enhanced operational readiness.

Currently, the reliance on a single Air Unit at FS 25 for filling Self-Contained Breathing Apparatus (SCBA) cylinders requires travel across the county, leading to increased fuel consumption, wear and tear on equipment, and potential delays. The implementation of RevolveAir fill stations will:

- Decrease travel distance and time for firefighters needing to refill SCBA cylinders.
- Extend the lifespan of the Air Unit (Heavy Apparatus) by reducing unnecessary travel.
- Enhance firefighter safety and efficiency.
- Improve overall service delivery by ensuring air supply availability at multiple locations.

This proactive approach demonstrates a commitment to firefighter safety and resource optimization, ultimately benefiting both emergency responders and the community they serve.

RevolveAir fill station provides maximum safety and performance. The fill station simultaneously charges two breathing air cylinders within the protective chamber while two cylinders are being exchanged on the outside of the chamber. The unit comes complete with safety interlocks, safety gauges, charge and bleed valves, and a pressure regulator for automatic cylinder charging.

**FISCAL IMPACT:** Funds are budgeted in the Division's Capital Improvement Project (CIP) account 11430-30-600400-CIP-VEH009

**CONCURRENCES:** David Hays, Division Director - DES

**ALTERNATIVES:** N/A

**ATTACHMENTS:** MES' Quote QT1893677 dated January 14, 2025



(877) 637-3473

# Quote

**Quote #** QT1893677  
**Date** 01/14/2025  
**Expires** 03/31/2025  
**Sales Rep** Dunn, William  
**Shipping Method** FedEx Ground  
**Customer** WASHINGTON COUNTY DES (MD)  
**Customer #** C242423

**Bill To**

Eric Jacobs  
 WASHINGTON COUNTY (MD) DES  
 16232 ELLIOTT PKWY  
 WILLIAMSPORT MD 21795-4083  
 United States

**Ship To**

Eric Jacobs  
 WASHINGTON COUNTY (MD) DES  
 16232 ELLIOTT PKWY  
 WILLIAMSPORT MD 21795-4083  
 United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
RSF-2322A001			Revolveair, StationaryWAutoCascade, 4 bank auto cascade with separate storage, CGA Adapter List price is \$21,438.00.	1	\$21,438.00	\$21,438.00
8BA711 7000			ASME 7500 with Valves and Fittings L-Forged end AB-Spun End Color Mapp Yellow List price is \$5,477.75.	4	\$5,477.75	\$21,911.00
RSS-06A44100A			Verticle Stand Alone 4, 4 Bank Auto Cascade, 4 Storage Cylinder HP Hoses, 10 Feet List price is \$3,783.00.	1	\$3,783.00	\$3,783.00
Compressor Install			Site survey, install, operate, leak test, train & perform air sample with written report.	1	\$2,450.00	\$2,450.00

Pricing is per Sourcewell Contract #011824.  
RevolveAir- NET MSRP.

**Subtotal** \$49,582.00  
**Shipping Cost** \$2,750.00  
**Tax Total** \$0.00  
**Total** \$52,332.00

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1893677



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**Open Session Item**

**SUBJECT:** PUBLIC HEARING – Modification of 9-1-1 Fee

**PRESENTATION DATE:** March 18, 2025

**PRESENTATION BY:** Zachary Kieffer, County Attorney; Kelcee Mace, Chief Financial Officer

**RECOMMENDED MOTION:** *[Note: The Commissioners may move to adopt the proposed fee schedule for FY2025, 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 proposed modification of the 9-1-1 Fee.

**DISCUSSION:** Per Md. Code, Public Safety Article, § 1-311(c)(1), a county may impose a 9-1-1 fee of up to \$0.75 to be added to all current bills rendered for switched local exchange access service or CMRS or other 9-1-1 accessible service in the county. If revenues attributable to the county's 9-1-1 fee do not provide the revenues necessary to cover a county's operations costs for the 9-1-1 system, § 1-311(c)(2) allows a county to impose a 9-1-1 fee higher than \$0.75 to cover the county's projected operations costs for the 9-1-1 system. The proposed modification is to increase the fee from \$1.25 per month per bill to \$1.75 per month per bill. This fee was last increased July 1, 2024.

For FY24, 9-1-1 revenue totaled \$1.6M, while operational cost of the 9-1-1 system was \$5.6M, leaving a shortfall of \$4M. For FY25, the budgeted 9-1-1 revenue is \$2.3M, while budgeted costs are \$7.1M. In the proposed FY26 budget, 9-1-1 revenues, including the fee increase, are \$3.2M, while proposed costs are \$7.1M.

**FISCAL IMPACT:** Proposed fee change will generate approximately \$900,000 in additional revenue.

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** N/A

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



Agenda Report Form

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Open Session Item

**SUBJECT:** Cross Connection Control Ordinance / Plan

**PRESENTATION DATE:** March 18, 2025

**PRESENTATION BY:** Davina Yutzy, Deputy Director, Water Quality/Mark Bradshaw, P.E., Director, Division of Environmental Management

**RECOMMENDED MOTION:** Adopt Cross Connection Control Ordinance / Plan

**REPORT-IN-BRIEF:** The Cross Connection Control Ordinance is a MDE mandated requirement that regulates cross connections with the public water system, i.e., connections or arrangements of piping or appurtenances through which water of questionable quality, wastes or other contaminants can enter the public water system.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are available in current budget to support the plan and proposed fee for commercial accounts will support the plan moving forward.

**CONCURRENCES:** County Attorney

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Draft Ordinance and Plan

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

**ORDINANCE NO. ORD-2025-**

**AN ORDINANCE TO ADOPT THE WASHINGTON COUNTY CROSS  
CONNECTION CONTROL PLAN**

The Cross Connection Control Ordinance is a Maryland Department of the Environment (“MDE”) mandated requirement that regulates cross connections with the public water system, i.e., connections or arrangements of piping or appurtenances through which water of questionable quality, wastes, or other contaminants can enter the public water system.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of County Commissioners of Washington County, Maryland, as follows:

1. Washington County adopts by reference the “Washington County Cross Connection Control Plan”, in conformance with the MDE Cross Connection Regulations under Code of Maryland Regulations Section 26.04.01.32, as may be updated and amended from time to time and which is incorporated herein by reference. Compliance with the manual and the cross-connection program contained therein is hereby required.

2. That it shall be the duty of the County to cause surveys to be made of all properties served by the public water system where cross connections with the public water supply is deemed possible. The frequency of surveys and resurveys based on potential health hazards involved shall be as established by the County as approved by the Division.

3. That the representative of the County shall have the right to enter at any reasonable time any property served by a connection to the public water system of the County for the purpose of surveying the piping system or systems thereof for cross connections. On request, the owner, lessees, or occupants of any property so served shall furnish to the survey agency any pertinent information regarding the piping system or systems on such property. The refusal of such information or refusal of access, when requested, shall be deemed evidence of the presence of cross connection.

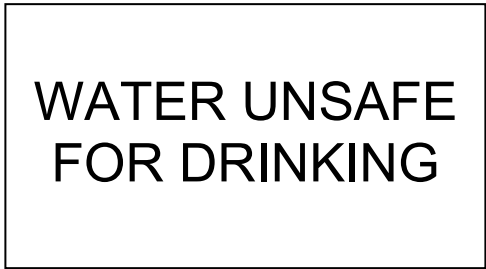
4. That the County is hereby authorized and directed to discontinue water service after reasonable notice to any property wherein any connection in violation of this ordinance exists and to take such other precautionary measures deemed necessary



to eliminate any danger of contamination of the public water system. Water service to such property shall not be restored until the cross connection(s) has been eliminated in compliance with the provisions of this ordinance.

5. That all testable backflow prevention assemblies shall be tested initially upon installation, repair or relocation to be sure that the assembly is working properly. Subsequent testing of assemblies shall be performed on an annual basis as required by the County and in accordance with Division requirements. Only individuals that are approved and certified by the State of Maryland shall be qualified to perform such testing. That individual(s) shall certify the results of his/her testing.

6. That the potable water supply made available on the properties served by the public water supply be protected from possible contamination as specified by this ordinance and by the state and County plumbing code. Any water outlet which could be used for potable or domestic purposes, and which is not supplied by the potable system must be labeled in a conspicuous manner such as:



7. That this ordinance does not supersede the state plumbing code, and County plumbing ordinance most recently adopted by the County, but is supplementary to them.

8. That any person or customer found guilty of violating any of the provisions of this ordinance or any written order of the County in pursuance thereof, shall be deemed guilty of a misdemeanor and upon conviction thereof shall be punished by a fine for each violation as established by the Board and published each year. An established fee will be applied for each disconnect and reconnect of water service required due to any violations of this ordinance. Each day upon which a violation of the provisions of this act shall occur shall be deemed a separate and additional violation for the purposes of this ordinance.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2025.  
Effective the \_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

\_\_\_\_\_  
Dawn L. Marcus  
County Clerk

\_\_\_\_\_  
John F. Barr, President

Approved as to form  
and legal sufficiency:

\_\_\_\_\_  
Zachary J. Kieffer  
County Attorney

After recording mail to:  
Office of the County Attorney  
100 W. Washington Street, Suite 1101  
Hagerstown, Maryland 21740

Prepared for:

Washington County  
100 West Washington Street  
Hagerstown, MD, 21740



## CROSS CONNECTION CONTROL PLAN

For

### **Washington County**

Highfield, Mount Aetna,  
Elk Ridge, Sandy Hook and  
Sharpsburg Water Systems

Washington County Approved: (insert date)

Prepared by:



5700 Crooks Rd., Suite 100  
Troy, MI 48098  
Phone: 248.250.5000



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## 1. INTRODUCTION

### 1.1. Purpose

The purpose of this document is to outline the Washington County's Cross Connection Control (CCC) policies for all commercial, institutional, industrial, and miscellaneous facilities having service connections to the Washington County public water supply and are summarized as follows:

- Protect the public water supply from contaminants and pollutants that could cause backflow through the service connection(s)
- Promote eliminating actual and potential cross connections between the public water supply and non-potable water systems, plumbing fixtures, and sources or systems containing substances of unknown or questionable quality.
- Promote eliminating actual and/or potential cross connections between the facility's water supply and non-potable water systems, plumbing fixtures, and sources or systems containing substances of unknown or questionable quality.
- Provide guidance for maintaining a continuing program for protection from the potential of the service line and interior cross-connections within the facility.

### 1.2. Legality

In accordance with the requirements of the Maryland Department of the Environment (MDE), Washington County proclaims this program as a continuing effort to maintain pure, clean, safe potable water. By reference to the State of Maryland Department of Environment, Code of Maryland Regulations (COMAR), Title 26 (26.04.01.32 *Cross Connection Control Programs*), "*we hereby establish the Washington County Cross Connection Control Program.*" This program was adopted by the hereby above described governing body on (ENTER DATE)

### 1.3. Local Ordinance

Legal authority to carry out and enforce the Washington County Cross-connection Control Program is provided in the Washington County code of ordinances, Article X, Part X. A copy of said ordinance can be found in Appendix A of this plan.



## 2. AUTHORITY/ADMINISTRATOR

Washington County shall be the Administrator of the Cross-connection Control (CCC) Program. This Cross-connection Control Program shall include, but not be limited to:

- Local Ordinance (See Appendix A)
- Applicable Rules and Regulations
- Inspection Process and Requirements
- Approved Backflow Prevention Devices and Assemblies
- Testing Requirements of Backflow Prevention Assemblies
- Data Management
- Reporting
- Public Education and Awareness

### 2.1. Inspector/Designated Agent

The Washington County or Designated Agent (Authority/Agent) conducting inspections on behalf of Washington County must be designated/approved by Washington County. The Authority/Agent must meet both 1) an experience component and 2) a certification/training component. Acceptable components are as follows:

Experience - Acceptable experience may include one- (1) or more of the following:

- Be employed by a Utility, Water Purveyor, Building Department, or body of jurisdiction and must meet the qualifications and training requirements as dictated by the Authority conducting inspections/surveys on behalf of Washington County
- Have held a similar position (CCC Inspector) with a previous municipality
- One-year full-time experience in conducting cross-connection control inspections in commercial, institutional, and industrial facilities



Certification/Training - Acceptable experience may include one- (1) or more of the following:

- Meet American Society of Sanitary Engineer Standards (ASSE) 5120 and completed their Cross Connection Inspector Course (40 hours)
- Possess a certificate of completion from one of the following:
  - American Society of Sanitary Engineers (ASSE) Certified Cross-connection Control Surveyor
  - University of Southern California (USC) Cross-connection Control Specialist Course (40 hours)
  - University of Florida TREEO Center (UFTREEO) Cross-connection Control Program Manager Course (40 hours)
- Other approved cross-connection courses for surveying, as approved by the Authority for conducting inspections/surveys on behalf of the “city name.” Submission requirements for approvals must include the following:
  - Course outline
  - Date of Attendance
  - Outline of test questions
  - Categories and grading criteria
  - Certificate of satisfactory completion





## 3. INSPECTIONS

### 3.1. Inspection

Authorized Inspectors, having proper identification, shall be permitted to enter the building/premises at any reasonable time for inspection for the presence or absence of cross-connections, testing, repair, and maintenance of any part of the plumbing system or any cross-connection control device connected to the water system. The County shall deny or discontinue, after reasonable notice to the occupants, water service to any building/premises for refusal or failure to arrange a cross-connection inspection. The County shall deny or discontinue water service if there is reason to believe the building/premises pose a potential danger to the public or occupants.

### 3.2. Responsibility of the Owner

1. The Owner shall be responsible for the elimination or protection of all cross-connections on his premises.
2. The Owner, after having been informed by a letter from the County, shall at the owner's expense, install, maintain, and test, or have tested, any and all backflow preventers on the owner's premises.
3. All properties will be required to install a backflow prevention device immediately downstream of the water meter. The device and the installation will be at their expense, and must be completed within five years from the date of enactment of this policy.
4. On new installations: The owner shall submit a County Cross-Connection Permit application with associated fees and an approved backflow device test report(s) from a certified backflow device tester. Residential properties are currently not included in cross connection control enforcement fees.
5. For premises existing prior to the start of this program and/or permit renewals: The owner of high hazard properties shall submit to the County every two years a County cross-connection permit application with associated fees and an approved backflow device test report(s) from a certified backflow device tester. Residential properties shall submit to the County every ten years a county cross-connection permit application with an approved backflow device test report(s) from a certified backflow device tester.
6. The Owner shall correct any malfunction of the backflow preventer which is revealed by periodic testing.
7. The Owner shall inform the County of any proposed or modified cross-connections and also any existing cross connections of which the owner is aware, but has not been found by the County.
8. The Owner shall not install a bypass around any backflow preventer unless there is a backflow preventer of the same type on the bypass. Owners who cannot shut down operation for testing of the device(s) must supply additional devices necessary to allow testing to take place.
9. The Owner shall install backflow preventers in a manner approved by the County.
10. The Owner shall install only backflow preventers approved by the County.
11. In the event the Owner installs plumbing to provide potable water for domestic purposes which is on the County's side of the backflow preventer, such plumbing must have its own backflow preventer installed.



12. The Owner shall be responsible for the payment of all fees for permits, annual or semi-annual device testing, retesting in the case that the device fails to operate correctly, and second re-inspections for non-compliance with the County's requirements.

### **3.3. Service Line Protection Inspection**

- a) On new installations, after the start of this program, the County will provide on-site evaluation and/or inspection of plans in order to determine the type of backflow preventer, if any, that will be required, will issue permit, and perform inspection. In any case, a minimum of a dual check valve will be required in any new construction. New service line connections should be assessed before introducing the new service to determine what method of backflow protection is required.
- b) For premises existing prior to the start of this program, the County will perform evaluations and inspections of plans and/or premises and inform the owner by letter of any corrective action deemed necessary, the method of achieving the correction, and the time allowed for the correction to be made. Ordinarily, ninety (90) days will be allowed, however, this time period may be shortened depending upon the degree of hazard involved and the history of the device(s) in question.
- c) The County will not allow any cross-connection to remain unless it is protected by an approved backflow preventer for which a permit has been issued and which will be regularly tested to insure satisfactory operation.
- d) The County shall inform the Owner by letter, of any failure to comply, by the time of the first re-inspection. The County will allow an additional fifteen (15) days for the correction. In the event the Owner fails to comply with the necessary correction by the time of the second re-inspection, the County will inform the Owner by letter, that the water service to the Owner's premises will be terminated within a period not to exceed five (5) days. The County may charge a fee if the owner's water service is turned off. This fee must be paid before the water is turned on. In the event that the Owner informs the County of extenuating circumstances as to why the correction has not been made, a time extension may be granted by the County but in no case will exceed an additional thirty (30) days.
- e) If the County determines at any time that a serious threat to the public health exists, the water service will be terminated immediately.
- f) The County shall have on file, a list of Private Contractors who are certified backflow device testers. All charges for these tests will be paid by the Owner of the building or property.
- g) The County will begin initial premise inspections to determine of existing or potential hazards. Focus will be on high hazard industries and commercial properties.

### **3.4. Internal Plumbing System Inspection**

Internal plumbing systems may require inspection at the discretion of the Superintendent. The facilities' internal water use practices shall be reviewed to determine whether there are actual or potential cross-connections to the plumbing system through which contaminants or pollutants could backflow into the public water supply or the facility's internal plumbing system.



### 3.5. Inspection/Survey Forms

An *Inspection/Survey Form* shall be used in every inspection, as required, and will be filed in a location as identified in Section 3.8, along with other pertinent information accumulated. This form will be used to record both existing backflow prevention devices discovered and any requirements for additional backflow prevention devices at the time of the inspection.

### 3.6. Inspection Procedures (for Internal Inspections Only)

Cross-connection control inspections shall be completed as follows:

- a) Identify the building to be inspected and schedule the inspection.
- b) Meet on-site with facility contact/owner.
- c) Explain the Cross-connection Control Program to the facility contact/owner before the inspection.
- d) Inspect/Evaluate the status of service line protection – complete all inspection forms as required (See line item “e” below).
- e) Inspect the building downstream of the service line if required and complete the Inspection Form(s) as applicable/required with the following information:
- f) Visually review all exposed piping and water outlets/uses downstream of the service connection
- g) Document all existing backflow prevention assemblies, devices, and methods (including make, model#, size, and serial # if applicable) that are currently protecting cross-connections on the *Existing Devices and Assemblies Form*
- h) Describe the point of use or equipment supplied for each backflow prevention assembly, device, or method on the *Existing Devices and Assemblies Form*
- i) Use the *CCC Requirements Form* to provide specific requirements for corrective action
- j) Fill out an *Inspection Form* to document general findings; provide a “Compliance Status” and any follow-up action to be taken. If no action is required (*i.e., Compliant*), provide a date of the next inspection due, if applicable. If the facility requires corrective action (*i.e., Non-Compliant*), give a due date to complete corrective action(s) as designated on *CCC Requirements Form*
- k) Date all forms with the date of the in-field inspection
- l) In addition to the field forms, a piping diagram or schematic of the plumbing system may be requested or required.

### 3.7. Request for Internal Cross-connection Control Information

The County has the right to request specific cross-connection control information, including but not limited to service line protection methods, assembly test records, CCC Program information, piping drawings, etc.



### 3.8. Record Keeping and Data Management Software

All data obtained from the *Inspection Forms*, *Existing Devices Forms*, and *Requirements Forms* will be input into a data management system and held for no less than ten- (10) years to facilitate the CCC Program. This information will include:

- Address and location
- Owner name and contact information
- Required re-inspection frequency
- Degree of hazard classification
- List of assemblies
- Location of assemblies
- Make, model, and size of assemblies
- Testing and maintenance of assemblies
- Description of other cross-connections within the facility
  - Air gaps
  - Non-testable devices

Additionally, all written backflow incident reports, and annual cross-connection control program activities reports shall be maintained for no less than ten – (10) years.

### 3.9. Inspection Frequencies

Inspection frequencies will be determined based on the County’s water usage classifications. Properties with a C2 designation will be categorized as High Hazard and inspected annually. Properties with a C1 designation will be classified as Low Hazard and inspected once every five years. However, any property identified as having a connection posing a health hazard will require annual inspections, regardless of its water usage classification.



## 4. BACKFLOW PREVENTION ASSEMBLIES AND DEVICES

### 4.1. Responsibility

With respect to backflow prevention devices/assemblies or methods, Washington County shall require the following:

- a) The Owner shall install and maintain assemblies, devices, and methods to protect all existing cross-connections.

### 4.2. Approved Backflow Prevention Assemblies and Devices

- a) Washington County accepts backflow prevention devices, assemblies, and methods (downstream of service line protection) as recognized by the Maryland Building Code.
- b) ASSE recognized backflow prevention devices, assemblies, and methods intended to protect the public water supply at the point of the service connection must be used.
- c) New installation of Reduced Pressure Backflow Prevention Assemblies intended for service line protection must conform to AWWA Standards C510 and C511 and the ASME Standards.

### 4.3. Service Line Backflow Prevention Assembly Protection

Concerning backflow prevention assemblies installed at the service line, the County will require the following:

- a) Service line protection shall be required at all commercial properties.
- b) Where service line protection is required, the owner shall receive formal written notification detailing the requirement and instructions about the need for protection from thermal expansion (see *Containment Notification* located in Appendix C).
- c) Service connections to fire protection systems shall be required in accordance with the AWWA M-14 Manual, current Edition. The continued use of UL-listed alarm check valves shall be accepted on any existing connection deemed a low hazard by the County/Agent. Residential properties with an internal fire protection system must have backflow prevention that conforms to these standards.
- d) If an existing fire protection system requires a higher degree of protection than that which is currently installed and additional or new backflow prevention devices are required that may affect the hydraulics of the system, the owner shall receive formal written notification detailing the requirement and the owner's responsibility to hire a registered professional engineer or a certified fire-protection system contractor to ensure there will not be an adverse effect on the operation of the system.
- e) The installation of a Reduced Pressure Backflow Prevention Assembly as service line protection shall be required at all commercial, industrial, and governmental facilities also served by reclaimed water or where secondary water systems exist.
- f) The installation of residential Dual Checks or Double Checks shall be required as service line protection at all residential homes also served by reclaimed water or where an auxiliary water system exists.
- g) Backflow prevention assemblies, devices, or methods installed as service line protection shall be installed downstream of the water meter and before the plumbing system's first branch line.
- h) New Installation of Reduced Pressure Backflow Prevention Assemblies and Double Check Valve Assemblies must conform to AWWA Standards C510 and C511.



- i) The installation of Reduced Pressure Backflow Prevention Assemblies, Pressure Vacuum Breaker Assemblies, and Atmospheric Vacuum Breakers below grade or in an underground pit shall be prohibited.
- j) The installation of Double Check Valve Assemblies and residential Dual Checks below grade or in an underground pit shall be accepted under the following conditions:
  - If the test cocks are plugged
  - If adequate drainage is provided to maintain an ordinarily dry location
- k) Assemblies located at the service line shall be tested upon installation, upon repair, upon responding to a reported backflow incident, and annually.
- l) The County strongly recommends that all new retrofit installations of reduced pressure principal devices and double check valve backflow preventers include the installation of strainers located immediately upstream of the backflow device. The installation of strainers will preclude the fouling of backflow devices due to both foreseen and unforeseen circumstances occurring to the water supply system such as water main repairs, water main breaks, fires, periodic cleaning and flushing of mains, etc. These occurrences may “stir up” debris within the water main that will cause fouling of backflow devices installed without the benefit of strainer

#### 4.4. Lawn Irrigation Systems

Lawn irrigation systems supplied from a dedicated service line shall be equipped with a Reduced Pressure Backflow Prevention Assembly downstream of the water meter and before the first irrigation branch line. Lawn irrigation systems installed so that the supply originates downstream of the potable service line connection to a building shall be equipped with a Reduced Pressure Backflow Prevention Assembly or a Pressure Vacuum Breaker at the origination of the system. These assemblies must be installed in accordance with the Maryland (MD) Plumbing Code (current IPC version), Section 608, and the manufacturers’ installation requirements.

#### 4.5. Testing of Backflow Prevention Assemblies

- a) All backflow prevention assemblies located at the service line and downstream shall be tested upon installation, upon repair, upon responding to a reported backflow incident, and on an annual basis. Assemblies must be tested in accordance with applicable standards referenced within the MD Plumbing Code, Section 608, and ASSE 5000 Series.
- b) Equipment used to field test assemblies must be certified and calibrated for accuracy annually.
- c) Assembly test form(s) to record test results will be maintained by the Owner and submitted to the County as required.
- d) The Owner shall have all assemblies tested by a Licensed Plumber having completed the 40-hour ASSE Backflow Prevention Assembly Tester Training and Certification Course. All testers must also complete a recertification exam at an interval not to exceed once every two years. See reference “Maryland Business Occupations and Professions Section 12-306”.
- e) Washington County shall reserve the right to direct and administer testing and maintenance of any backflow prevention assemblies installed as service line protection. All costs associated with testing and any necessary repairs of these assemblies shall be the owner’s responsibility. If the County assumes the responsibility for backflow assembly maintenance, all costs for testing, repairs, and installations will be charged back to the owner as deemed appropriate by the Superintendent.
- f) Failure to test assemblies and submit appropriate test forms located at the service line may result in termination of water service.



#### 4.6. Service Line Protection for Residential Properties

Effective the date of the acceptance of this Cross-Connection Control Program of Washington County residential buildings will be required to install a residential dual check device immediately downstream of the water meter. Installation of this residential dual check device on a retrofit basis on existing service lines will be instituted at a time and at a potential cost to the homeowner as deemed necessary by the County.

The owner must be aware that installation of a residential dual check valve results in a potential closed plumbing system within his residence. As such, provisions may have to be made by the owner to provide for thermal expansion within his closed loop system, i.e., the installation of thermal expansion devices and/or pressure relief valves.

#### 4.7. Application of Backflow Preventers

The following table outlines acceptable backflow protection for certain types of cross-connection conditions that may be encountered. The table will be used as a guideline in determining adequate cross-connection control measures, not as an absolute requirement; see Appendix G for sample installation schematics.

Backflow Preventer Type	Degree of Hazard	Application	Applicable Standard
<b>Backflow prevention assemblies:</b>			
Double Check Valve Assembly (DCV)	Low hazard	Backpressure or backsiphonage	ASSE 1015, AWWA C510, CSA B64.5, CSA B64.5.1
Double Check Detector Assembly (DCDA)	Low hazard	Backpressure or backsiphonage	ASSE 1048
Pressure Vacuum Breaker Assembly (PVB)	High or low hazard	Backsiphonage	ASSE 1020, CSA B64.1.2
Reduced Pressure Principle Backflow Prevention Assembly (RPBP)	High or low hazard	Backpressure or backsiphonage	ASSE 1013, AWWA C5411, CSA B64.4, CSA B64.4.1
Reduced Pressure Detector Assembly (RPDA)	High or low hazard	Backsiphonage	ASSE 1047
Spill-resistant Vacuum Breaker Assembly (SVB)	High or low hazard	Backsiphonage	ASSE 1056
<b>Backflow prevention devices:</b>			
Antiphon-type Fill Valve (FV)	High hazard	Backsiphonage	ASSE 1002, CSA B125.3
Atmospheric Vacuum Breaker (AVB)	High hazard	Backsiphonage	ASSE 1001, CSA B64.1.1
Backflow Preventer for Carbonated Beverage Equipment (VMBP)	Low hazard	Backpressure or backsiphonage	ASSE 1022
Backflow Preventer with Intermediate Atmospheric Vent (VDCV)	Low hazard	Backpressure or backsiphonage	ASSE 1012, CSA B64.3



Dual Check (DC)	Low hazard	Backpressure or backsiphonage	ASSE 1024, CSA B64.6
Hose Connection Backflow Preventer (HCBP)	High or low hazard	Low head backpressure or backsiphonage	ASSE 1052, ASME A112.21.3, CSA B64.2.1.1
Hose Bibb Vacuum Breaker (HBVB)	High or low hazard	Low head backpressure or backsiphonage	ASSE 1011, ASME A112.21.3, CSA B64.2, CSA B64.2.1
Anti-frost Hoe Bibb Vacuum Breaker	High or low hazard	Low head backpressure or backsiphonage	ASSE 1011, ASME A112.21.3, CSA B64.2, CSA B64.2.1
Lab Faucet Vacuum Breaker (LFVB)	High or low hazard	Backsiphonage	ASSE 1035, CSA B64.7
<b>Backflow Preventer Type</b>	<b>Degree of Hazard</b>	<b>Application</b>	<b>Applicable Standard</b>
<b>Backflow prevention devices:</b>			
Vacuum Breaker Wall Hydrants (HBIVB)	High or low hazard	Low head backpressure or backsiphonage	ASSE 1019, ASME A112.21.3, CSA B64.2.2
<b>Other means or methods:</b>			
Air Gap (AG)	High or low hazard	Backsiphonage	ASME A112.1.2
Air Gap Fittings for use with Plumbing Fixtures, Appliances, and Appurtenances	High or low hazard	Backsiphonage	ASME A112.1.3
Barometric Loop	High or low hazard	Backsiphonage	MI Plumbing Code Sec. 608.13.4





## 5. NEW SERVICE INSPECTION

### 5.1. Procedures

All plumbing plans and permits for a proposed building shall be reviewed by the County, Plumbing Inspector, Building Inspector, and building contractor(s). The County's Cross-connection Control Plan and Backflow Prevention requirements will be reviewed with the responsible party.

### 5.2. Inspections

The County/Designated Agent conducting the cross-connection control inspection shall inspect the building for compliance with the Cross-connection Control Program.

### 5.3. Compliance

Upon completion of the cross-connection control inspection and determination that the building complies and has met any required actions of this plan, a certificate of occupancy and water service may be initiated as applicable.

### 5.4. Non-Compliance

If the building does not comply with the Cross-connection Control Program, the County shall enforce this plan as required. The water service and the certificate of occupancy will not be initiated until compliance is achieved and approved.



## 6. PIPING IDENTIFICATION

### 6.1. Requirements

- When two or more piping systems are used for water in a building, extreme care should be taken not to interconnect the systems. There may be a potable water system and systems carrying lesser quality water, such as fire protection or re-use. To help prevent the possibility of two systems being interconnected, pipes must be identified adequately. Legends and color coding should be based on the American Standards Association "Scheme for Identification of Piping Systems" (ANSI Z535.1-199) or an identification plan accepted by the Authority and prominently posted throughout the facility.
- Color-coding and/or labeling should not be used solely to identify the contents of pipes but should be used supplementary to the use of legends. Potable water lines must be painted and/or labeled, and the words "Potable Water" must be put on the pipe at appropriate intervals. Pipes carrying water for fire protection must be painted or labeled. Piping systems having other materials or non-potable water must also be identified with the appropriate legends and color coding. Flow arrows should be included to indicate the direction of flow.
- Buildings that do not comply with the identification of piping system requirements on the effective date of this plan must be painted or labeled per this section. Identification must be completed as soon as reasonably possible.
- When the piping system layout creates an unusual or extreme situation in a limited area of inaccessibility, Washington County may permit permanently attached durable sign(s), or such piping segments may require substitute techniques to achieve identification. The use of substitute techniques shall not deviate from ANSI Z535.1-199 standards and must be approved by the County.
- All openings from which secondary water may be obtained shall have at all times a sign prominently posted within two (2) feet of the opening bearing the following warning: WATER UNSAFE FOR DRINKING. Such sign shall be at least eight (8) inches by ten (10) inches in size, prominently lettered in contrasting colors, with no letters less than one (1) inch in height. Signs are to be furnished and maintained by the owner of the secondary supply and must be of material and design acceptable to the County.



## 7. EMERGENCY RESPONSE PLAN

### 7.1. Emergency Response Plan Procedures

Washington County shall develop and maintain an Emergency Response Plan (ERP) document to appropriately respond to a backflow event. The written ERP shall be readily available to designated personnel.

Investigative actions to address an actual or potential backflow event are intended to:

- a) Protect the distribution system from the spread of a contaminant detected in the water supply
- b) Quickly restore the quality of water in the distribution system if a contaminant has entered the system through backflow
- c) Prevent any further contamination of the distribution system

The facilities investigation should include these steps:

- 1) Locate the source of contamination
- 2) Isolate the source to protect the water distribution system from further contamination
- 3) Determine the extent of the spread of contamination through the distribution system and provide timely, appropriate notification to the public and its regulatory agencies as applicable
- 4) Take corrective action to clean the contamination from the distribution system
- 5) Restore water service

### 7.2. Emergency Scenarios

Common scenarios causing unintended backflow forcing execution of Emergency Response may include the following:

- a) Main water supply pipe break
- b) Internal facility water pipe break
- c) Internal facility – unprotected cross-connection allowing contaminant to flow into the potable water distribution system
- d) Report of illness due to water supply contamination
- e) Report of discolored water



### 7.3. Sample Emergency Response Plan

#### BACKFLOW INCIDENT REPORT FORM

Many backflow incidents occur that are not reported. This is usually because they are of short duration, are not detected, the customer needs to be made aware they should be reported, or it may not be known to whom the incident should be reported. If you have any knowledge regarding incidents, please complete the form below and return it to the Municipal Engineer at the above address.

Reporting Agency: \_\_\_\_\_ Report Date: \_\_\_\_\_  
Reported By: \_\_\_\_\_ Position: \_\_\_\_\_  
Mail Address: \_\_\_\_\_ City: \_\_\_\_\_  
Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Date of Incident: \_\_\_\_\_ Time of Occurrence: \_\_\_\_\_  
General Location (Street, etc.): \_\_\_\_\_

**1. Backflow Originated From:**

Name of Premise: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Type of Business: \_\_\_\_\_

**2. Description of Contaminant(s):**  
(Attach Chemical Analysis if available)

\_\_\_\_\_  
\_\_\_\_\_

**3. Distribution of Contaminant(s):**

Contained within customer's property: Yes: \_\_\_ No: \_\_\_  
Number of persons affected: \_\_\_\_\_

**4. Effect of Contamination:**

Illness reported: \_\_\_\_\_  
Physical irritation reported: \_\_\_\_\_

**5. Cross-connection Source of Contaminant:**  
(boiler, chemical pump, irrigation system, etc.)

\_\_\_\_\_  
\_\_\_\_\_



**Backflow Incident Report Form**  
**Page 2**

**6. Cause of Backflow:**  
(main break, fire flow, etc.)

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**7. Corrective Measures Taken to Restore Water Quality:**  
(main flushing, disinfection, etc.)

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**8. Corrective Action Ordered to Eliminate or Protect from Cross-connection:**  
(type of backflow preventer, location, etc.)

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**9. Previous Cross-connection Survey of Premise:**

Date: \_\_\_\_\_ By: \_\_\_\_\_

**10. Type(s) of Backflow Preventer Isolating Property:**

RP: \_\_\_ RPDA: \_\_\_ DCVA: \_\_\_ DCDA: \_\_\_ PVB: \_\_\_ SVBA: \_\_\_  
AVB: \_\_\_ Air Gap: \_\_\_ None: \_\_\_ Other Type: \_\_\_\_\_

**11. Date of Latest Test of Device:** \_\_\_\_\_

**12. Notification of Health Department:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Person Notified: \_\_\_\_\_

*Attach sheets containing any additional information, sketches, etc., to the back of this form.*



## 8. EDUCATION AND AWARENESS

The cross-connection control program staff must have a good understanding of the program. Washington County shall ensure their cross-connection control staff receives proper in-the-field training and classroom education focusing on terminology, backflow prevention devices/assemblies, regulations, and hydraulic concepts. In addition, cross-connection control staff will be encouraged to receive continuing education to be made aware of new backflow prevention devices/assemblies, regulation changes (i.e., plumbing code updates), new water use devices that pose cross-connection concerns, etc.

Furthermore, attempts to educate the public about cross-connections can be made by distributing pamphlets on common residential cross-connections, visiting schools, providing onsite education of facility management and maintenance staff during routine inspections, speaking at condominium association meetings, website information, newsletter article(s), or posting newspaper announcements.

Cross-connection staff shall also be available upon request to provide backflow prevention education to pertinent community officials and the Washington County employees.



## APPENDIX A - LOCAL ORDINANCE

### **Washington County Cross Connection Control Ordinance** (Ordinance/Policy#XXX)

An ordinance regulating cross connections with the public water system, i.e., connections or arrangements of piping or appurtenances through which water of questionable quality, wastes or other contaminants can enter the public water system.

Be it ordained by the Board of County Commissioners of Washington County, State of Maryland:

Section 1. Washington County adopts by reference the “Washington County Cross Connection Control Plan”, in conformance with the Maryland Department of the Environment Cross Connection Regulations under Code of Maryland Regulations Section 26.04.01.32, as may be updated and amended from time to time and which is incorporated herein by reference. Compliance with the manual and the cross-connection program contained therein is hereby required.

Section 2. That it shall be the duty of the County to cause surveys to be made of all properties served by the public water system where cross connections with the public water supply is deemed possible. The frequency of surveys and resurveys based on potential health hazards involved shall be as established by the County and as approved by the Maryland Department of the Environment.

Section 3. That the representative of the County shall have the right to enter at any reasonable time any property served by a connection to the public water system of County for the purpose of surveying the piping system or systems thereof for cross connections. On request, the owner, lessees, or occupants of any property so served shall furnish to the survey agency any pertinent information regarding the piping system or systems on such property. The refusal of such information or refusal of access, when requested, shall be deemed evidence of the presence of cross connection.

Section 4. That the County is hereby authorized and directed to discontinue water service after reasonable notice to any property wherein any connection in violation of this ordinance exists and to take such other precautionary measures deemed necessary to eliminate any danger of contamination of the public water system. Water service to such property shall not be restored until the cross connection(s) has been eliminated in compliance with the provisions of this ordinance.

Section 5. That all testable backflow prevention assemblies shall be tested initially upon installation, repair or relocation to be sure that the assembly is working properly. Subsequent testing of assemblies shall be performed on an annual basis as required by the County and in accordance with Division requirements. Only individuals that are approved and State of Maryland certified shall be qualified to perform such testing. That individual(s) shall certify the results of his/her testing.



Section 6. That the potable water supply made available on the properties served by the public water supply be protected from possible contamination as specified by this ordinance and by the state and County plumbing code. Any water outlet which could be used for potable or domestic purposes and which is not supplied by the potable system must be labeled in a conspicuous manner as:

**WATER UNSAFE  
FOR DRINKING**

Section 7. That this ordinance does not supersede the state plumbing code and County plumbing ordinance No. \_\_\_\_\_, but is supplementary to them.

Section 8. That any person or customer found guilty of violating any of the provisions of this ordinance or any written order of the County in pursuance thereof, shall be deemed guilty of a misdemeanor and upon conviction thereof shall be punished by a fine for each violation as established by the BOCC and published each year. An established fee will be applied for each disconnect and reconnect of water service required due to any violations of this ordinance. Each day upon which a violation of the provisions of this act shall occur shall be deemed a separate and additional violation for the purpose of this ordinance.





### APPENDIX B - FIELD FORMS

Facility Comments	
-------------------	--

Facility Information			Mailing Information		
Facility Name:			First:	Last:	
Address:			Address:		
Address 2:			Address 2:		
City:	State:	Zip:	City:	State:	Zip:
Phone:	Ext:	Fax:	Phone:	Ext:	Fax:
Contact Name:			Email:		

Inspection Date	<input type="text"/>	Facility Type	<input type="text"/>	Requirements	<input type="text"/>
Inspection Status	<input type="text"/>	Facility Status	<input type="text"/>	Assemblies	<input type="text"/>
Inspection Frequency	<input type="text"/>	Test Cycle	<input type="text"/>	Devices	<input type="text"/>
High Hazard	<input type="checkbox"/>			Last Insp Notice	<input type="text"/>
				Next Insp Notice	<input type="text"/>

#### Containment:

Potable Supply	<input type="text"/>	Private Well	<input type="text"/>	Reclaim Water	<input type="text"/>
Fire Supply	<input type="text"/>	Surface Water	<input type="text"/>	Grey Water	<input type="text"/>
Containment Existing	<input type="checkbox"/>	Containment Required	<input type="checkbox"/>	FP Properly Protect	<input type="checkbox"/>

#### Isolation Hazards:

Facility Comments	
Inspector's Name	<input type="text"/>
Contact's Name	<input type="text"/>
Contact's Signature	<input type="text"/>





## APPENDIX C - ASSEMBLY AND DEVICE LEGEND

<b>Backflow Preventer Legend</b>			
A.S.S.E Standard	Legend	Acronym	Testable Device
1001	Atmospheric Type Vacuum Breakers	AVB	No
1002	Anti-siphon Fill Valves (Ballcocks)	ASBC	No
1011	Hose Connection Vacuum Breaker	HBVB	No
1012	Backflow Preventer w/Intermediate Atmospheric Vent	VDCV	No
1013	Reduced Pressure Backflow Prevention Assembly	RPBP	<b>Yes</b>
1015	Double Check Valve Backflow Prevention Assembly	DCV	<b>Yes</b>
1019	Vacuum Breaker Wall Hydrants	HBIVB	No
1020	Pressure Vacuum Breaker Assembly	PVB	<b>Yes</b>
1022	Backflow Preventer for Carbonated Beverage Machine	VMBP	No
1024	Dual Check Valve Type Backflow Preventers	DC	No
1024	Residential Dual Check	RDC	Yes/No
1035	Laboratory Faucet Backflow Preventer	LFVB	No
1037	Pressurized Flushing Devices (Flushometers)	PFD	No
1047	RP Detector Backflow Prevention Assembly	RPDA	<b>Yes</b>
1048	Double Check Detector Backflow Prevention Assembly	DDCV	<b>Yes</b>
1052	Hose Connection Backflow Preventer	HCBP	No
1055	Chemical Dispensing Systems	AG	No
1056	Spill Resistant Vacuum Breaker Assembly	SVB	<b>Yes</b>
1057	Freeze Resistant Yard Hydrant W/Backflow		No
A112.1.2	Air Gap	AG	No
	Single Check Valve	SCV	No



## APPENDIX E - DEFINITIONS

**Air Gap:** The unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet conveying water or waste to a tank, plumbing fixture, receptor, or other assembly and the flood-level rim of the receptacle. These vertical, physical separations must be at least twice the diameter of the water supply outlet and at no time less than 1 inch.

**Approved:** Accepted by the authority responsible as meeting an applicable specification stated or cited in this plan or as suitable for the proposed use.

**Auxiliary Water System:** Any water system on or available to the premises other than the purveyor's approved public water supply.

**Backflow:** The undesirable reversal of flow in a potable water distribution system due to a cross-connection.

**Backflow Preventer:** An assembly, device or method designed to prevent backflow.

**Backflow Prevention Assembly:** A mechanical backflow preventer used to prevent backward flow of contaminants or pollutants into a potable water distribution system. An assembly has a resilient seated, full-flow shut-off valve before and after the backflow preventer making it testable in line.

**Backflow Prevention Device:** A mechanical backflow preventer without shut-off valves. Typically these devices are not testable in the field.

**Backpressure:** A pressure higher than the supply pressure caused by a pump, elevated tank, boiler, or any other means that may cause backflow.

**Backsiphonage:** Backflow caused by negative or reduced pressure in the supply piping.

**Contaminant:** Any foreign substance (liquid, solid, or gas) that degrades the quality of water and creates a health hazard.

**Cross-connection:** A connection or potential connection between any part of a potable water system and any other environment containing other substances in a manner that, under any circumstances, would allow such substances to enter the potable water system. Other substances may be gases, liquids, or solids, such as chemicals, waste products, steam, water from other sources (potable or non-potable), or any matter that may change the color or add an odor to the water.

**Department:** Washington County Water Quality Department

**Owner:** Person or entity receiving service from the public water distribution system.

**Pollutant:** Any foreign substance (liquid, solid, or gas) that degrades the quality of water to constitute a non-health hazard or impair the usefulness of the water.



**Potable Water:** Water safe for human consumption as described by the public health official having jurisdiction.

**Non-Potable Water:** Water unsafe for human consumption or questionable quality.

**Reclaimed Water:** Water that, as a result of the treatment of wastewater, is suitable for direct beneficial use or a controlled use that would not otherwise occur and is not safe for human consumption.

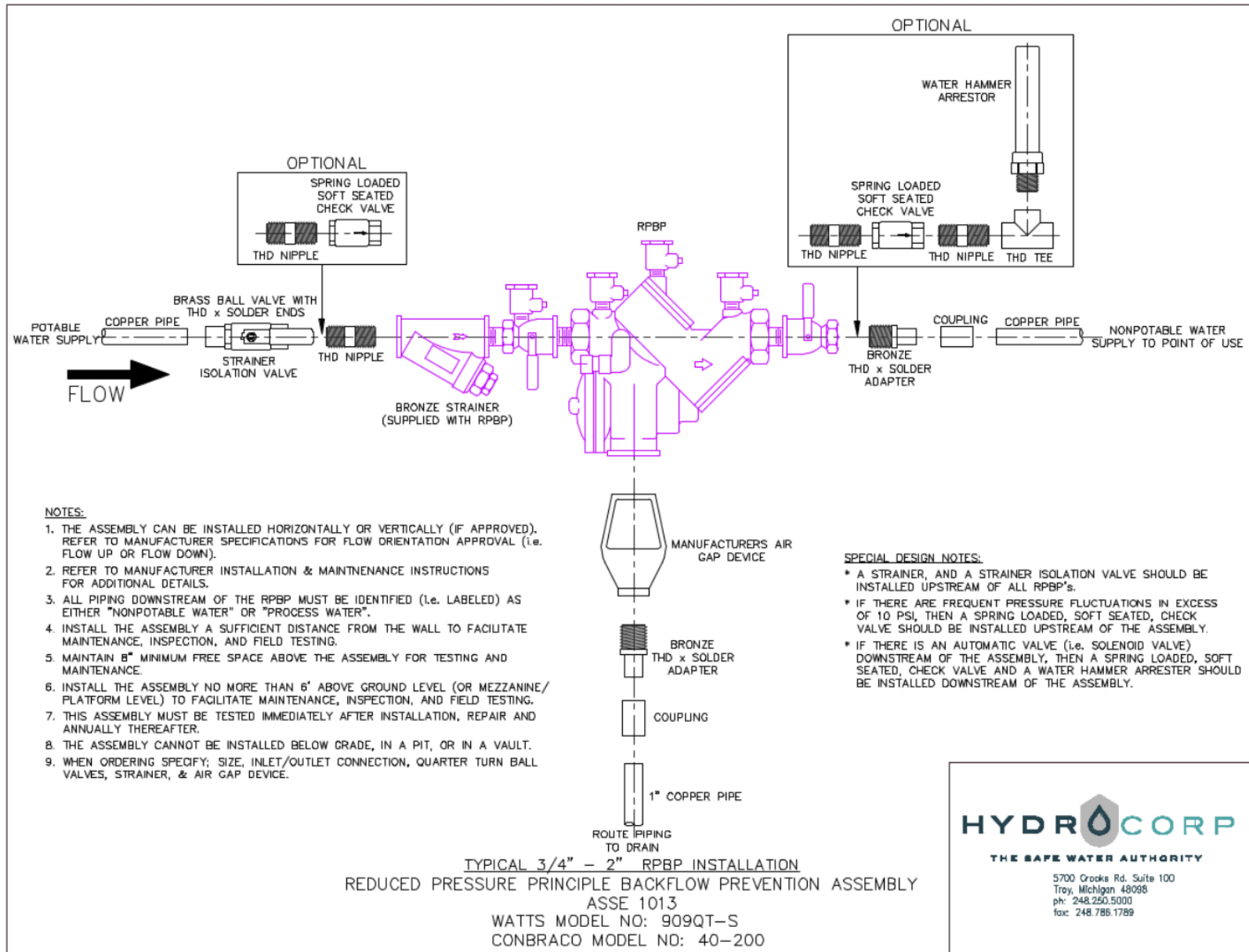
**Service Line Protection:** Installation of an approved backflow prevention device, assembly, or method at the point of service to confine potential contamination caused by a cross-connection within the facility where it arises; also referred to as containment.

**Superintendent:** The Field Operations Superintendent, or his delegated representative invested with the authority and responsibility for the implementation of a cross-connection control program.



## APPENDIX F – INSTALLATION SCHEMATICS

Drawings contained in this section are only “typical” installations for reference purposes. All new installations must be installed per code and manufacturer specifications.

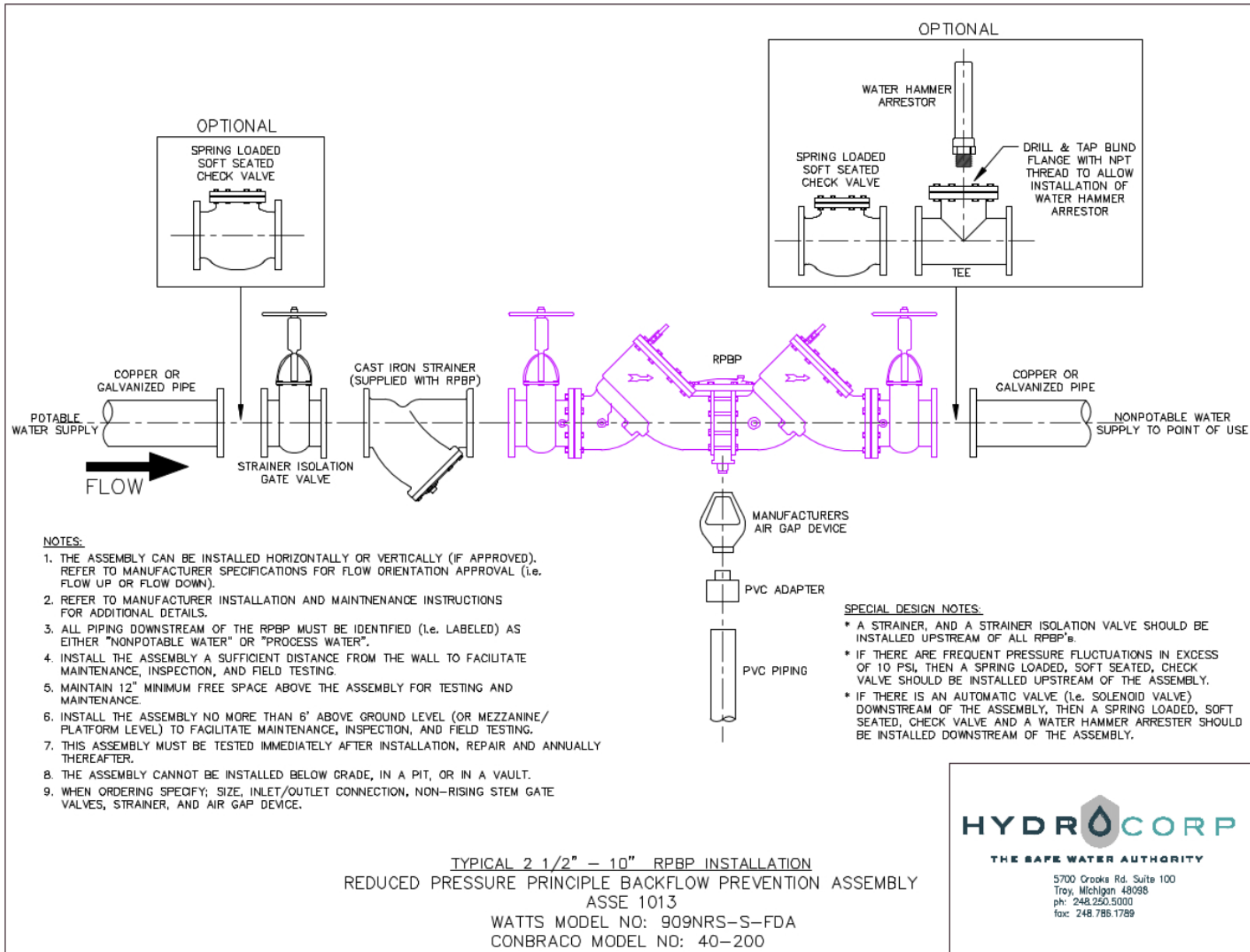


**HYDRACORP**

THE SAFE WATER AUTHORITY

5700 Crooks Rd. Suite 100  
Troy, Michigan 48068  
ph: 248.250.5000  
fax: 248.786.1789



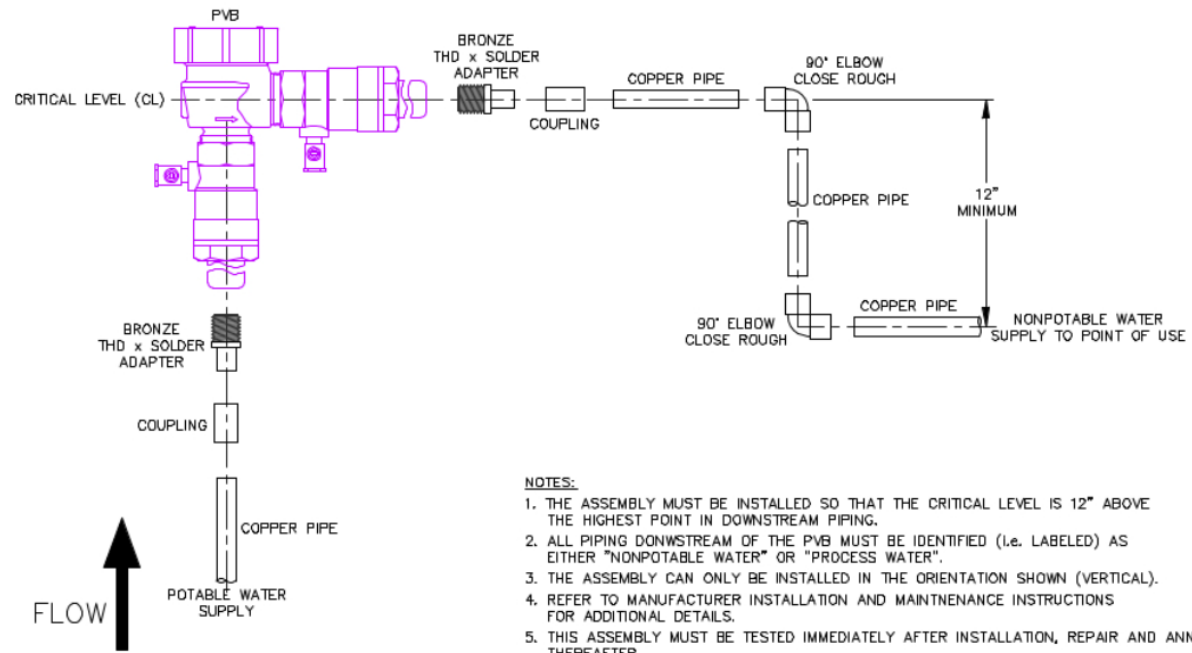


**HYDRACORP**  
 THE SAFE WATER AUTHORITY

5700 Crocks Rd. Suite 100  
 Troy, Michigan 48068  
 ph: 248.250.5000  
 fax: 248.786.1789







**NOTES:**

1. THE ASSEMBLY MUST BE INSTALLED SO THAT THE CRITICAL LEVEL IS 12" ABOVE THE HIGHEST POINT IN DOWNSTREAM PIPING.
2. ALL PIPING DOWNSTREAM OF THE PVB MUST BE IDENTIFIED (I.e. LABELED) AS EITHER "NONPOTABLE WATER" OR "PROCESS WATER".
3. THE ASSEMBLY CAN ONLY BE INSTALLED IN THE ORIENTATION SHOWN (VERTICAL).
4. REFER TO MANUFACTURER INSTALLATION AND MAINTENANCE INSTRUCTIONS FOR ADDITIONAL DETAILS.
5. THIS ASSEMBLY MUST BE TESTED IMMEDIATELY AFTER INSTALLATION, REPAIR AND ANNUALLY THEREAFTER.
6. INSTALL THE ASSEMBLY NO MORE THAN 6' ABOVE GROUND LEVEL (OR MEZZANINE/ PLATFORM LEVEL) TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
7. INSTALL THE ASSEMBLY A SUFFICIENT DISTANCE FROM THE WALL TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
8. MAINTAIN 8" MINIMUM FREE SPACE ABOVE THE ASSEMBLY FOR TESTING AND MAINTENANCE.
9. THE ASSEMBLY CANNOT BE INSTALLED BELOW GRADE, IN A PIT, OR IN A VAULT.
10. WHEN ORDERING SPECIFY; SIZE, INLET/OUTLET CONNECTION, AND QUARTER TURN BALL VALVES.

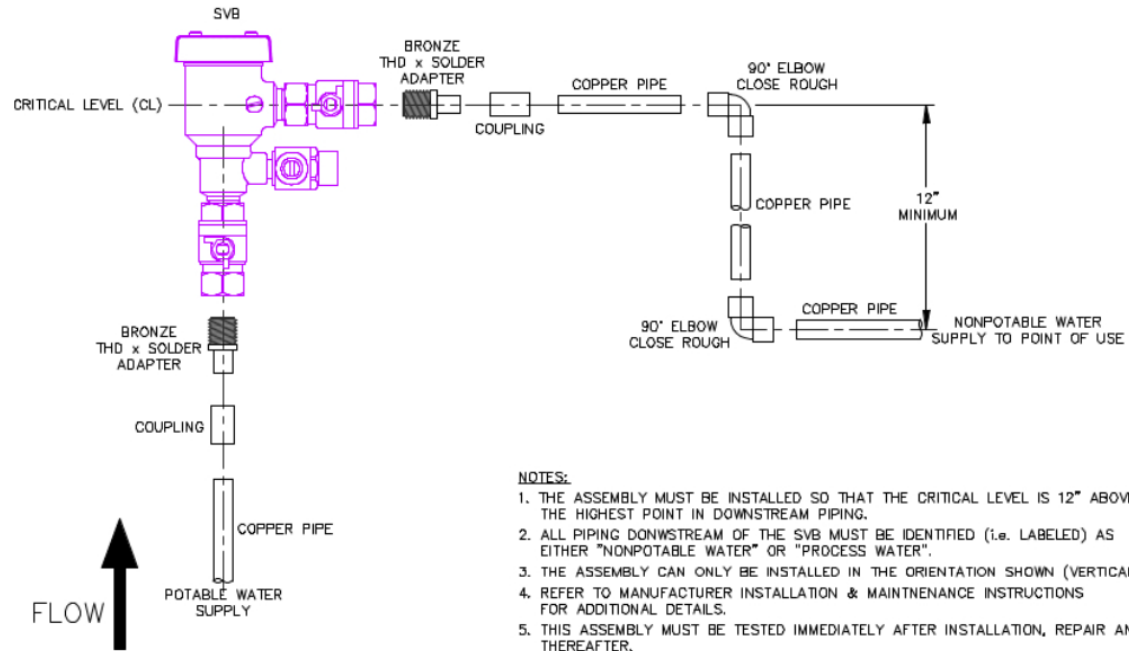
TYPICAL PVB INSTALLATION  
 PRESSURE VACUUM BREAKER ASSEMBLY  
 ASSE 1020  
 WATTS MODEL NO: 800M4QT  
 CONBRACO MODEL NO: 40-500

HYDRACORP

THE SAFE WATER AUTHORITY

5700 Crooks Rd. Suite 100  
 Troy, Michigan 48068  
 ph: 248.250.5000  
 fax: 248.786.1789





**NOTES:**

1. THE ASSEMBLY MUST BE INSTALLED SO THAT THE CRITICAL LEVEL IS 12" ABOVE THE HIGHEST POINT IN DOWNSTREAM PIPING.
2. ALL PIPING DOWNSTREAM OF THE SVB MUST BE IDENTIFIED (i.e. LABELED) AS EITHER "NONPOTABLE WATER" OR "PROCESS WATER".
3. THE ASSEMBLY CAN ONLY BE INSTALLED IN THE ORIENTATION SHOWN (VERTICAL).
4. REFER TO MANUFACTURER INSTALLATION & MAINTENANCE INSTRUCTIONS FOR ADDITIONAL DETAILS.
5. THIS ASSEMBLY MUST BE TESTED IMMEDIATELY AFTER INSTALLATION, REPAIR AND ANNUALLY THEREAFTER.
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7. INSTALL THE ASSEMBLY A SUFFICIENT DISTANCE FROM THE WALL TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
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9. THE ASSEMBLY CANNOT BE INSTALLED BELOW GRADE, IN A PIT, OR IN A VAULT.
10. WHEN ORDERING SPECIFY; SIZE, INLET/OUTLET CONNECTION, AND QUARTER TURN BALL VALVES.

**TYPICAL SVB INSTALLATION**  
**SPILL RESISTANT VACUUM BREAKER ASSEMBLY**  
**ASSE 1056**  
**WATTS MODEL NO: 008QT**  
**CONBRACO MODEL NO: N/A**



**HYDRACORP**  
 THE SAFE WATER AUTHORITY

5700 Grooks Rd. Suite 100  
 Troy, Michigan 48098  
 ph: 248.250.5000  
 fax: 248.786.1789





Agenda Report Form

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Open Session Item

**SUBJECT:** Inspection / repair of Sharpsburg Water System Aquastore glass coated, bolted steel storage tank

**PRESENTATION DATE:** March 18, 2025

**PRESENTATION BY:** Davina Yutzy, Deputy Director, Water Quality/Mark Bradshaw, P.E., Director, Division of Environmental Management

**RECOMMENDED MOTION:** Approval of Proposal to Mid Atlantic Storage Systems, Inc in the amount of \$57,149.00

**REPORT-IN-BRIEF:** The warranty for the Aquastore tank requires inspection and repair on a 5-year rotation with the Sharpsburg tank due in 2025. Mid-Atlantic Storage Systems, Inc is the sole approved provider for our region. Inspection and repair are vital in maintaining the 101,000 gallon tank in optimum condition for storing and providing safe drinking water to the Sharpsburg water system.

**DISCUSSION:** N/A

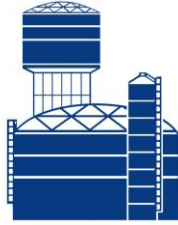
**FISCAL IMPACT:** Funds are available in current budget.

**CONCURRENCES:**

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Proposal for work

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



# MID Atlantic Storage Systems, Inc.

QUALITY ERECTORS OF AQUASTORE® & tecStore™ TANK SYSTEMS

## PROPOSAL # X-3976, February 26, 2025

Mr. John Kline  
Washington County  
100 W. Washington Street  
Hagerstown, MD 21740  
PH.: 240-313-2682  
Email: [JKline@washco-md.net](mailto:JKline@washco-md.net)

This **PROPOSAL** is offered to **Washington County**, hereafter called the BUYER, by Mid Atlantic Storage Systems, Inc., (MASSI) the SELLER, for the following improvements/repairs to be made to the existing Aquastore glass-coated, bolted-steel storage tank as manufactured by CST Storage, Inc. of Dekalb, IL.

**TANK OWNER:** Washington County; Hagerstown, MD

**REFERENCE:** Model 2528 SSWT (25' dia. x 28' tall – 101,000 gallons) – MIP # 8063938 “Sharpsburg” and installed by Mid Atlantic Storage Systems around 2006.

### SCOPE OF WORK – INTERIOR

**Option # 1** –MASSI proposes to recondition / recaulk ALL of the horizontal and vertical **interior** tank seams and bottom manway on the existing Aquastore glass-coated, bolted-steel water storage tank. MASSI also proposes to **inspect** the interior of the tank and repair any other misc. minor glass chips, etc. in the tank coating using the std. tank sealer to prevent potential corrosion, etc. at no additional cost. The sealant is used to ensure that the tank is “liquid tight”, as well as to protect the panel sheet edges from corrosion. Over time, the sealant degrades and needs to be reapplied. An interior recondition is typically required sooner than an exterior recondition. Unlike an exterior recondition, an interior recondition requires the tank to remain out of service for approx. 7-10 days in order for the sealant to properly cure.

**Option # 2** - MASSI proposes to provide and install new sacrificial anode bars on the inside floor of the existing Aquastore glass-coated, bolted-steel water storage tank. The exact number of anode bars is determined by the conductivity of the stored water and the size of the tank. A tank of this size normally takes (2) anode bars. The sacrificial anode bars are part of a new NSF approved cathodic protection system, which may not have been available at the time that the above referenced tank was originally installed. The anode bars assist with protecting the tank interior wetted surfaces from excessive corrosion.

### SCOPE OF WORK – EXTERIOR

**Option # 3** – MASSI proposes to complete an exterior “chemical wash” of the roof and tank sidewalls with a mild chemical solution in order to remove as much of the existing streaking as possible and restore the exterior appearance.

**Option # 4** – MASSI proposes to recondition / recaulk ALL of the horizontal and vertical **exterior** tank seams, bottom manway, and roof assembly on the existing Aquastore glass-coated, bolted-steel water storage tank. The sealant is used to protect the panel sheet edges from corrosion. Over time, the sealant degrades and needs to be reapplied in order to protect the sheet edges. MASSI also proposes to inspect the exterior of the tank and repair any misc. minor glass chips, etc. in the tank coating using the standard tank sealer to prevent potential corrosion, etc. at no additional cost.

**Option # 5** – MASSI proposes to provide and install approximately 7,100 new exterior protective bolt caps with sealer to cover the exterior tank fasteners (i.e. nuts and washers) of the existing Aquastore glass-coated, bolted-steel water storage tank. The bolt caps assist with protecting the exterior nut and washer from corrosion, and also provides a more aesthetically pleasing exterior tank appearance.

**Option # 6** – MASSI proposes to provide a dome roof “tune-up” to include chemical wash, sealant application around the existing gusset covers, inspection and tightening of all batten strips, IF NEEDED, the addition of (fall protection) 5,000 lb. anchor point and stainless cable from the top platform to the tank apex so a climber to be properly tied off per OSHA standards, and IF NEEDED, placement of anti-slip tape on the walk path.

#### **ITEMS SPECIFICALLY NOT INCLUDED IN THIS PROPOSAL AND/OR BY OTHERS**

- 1) The BUYER is responsible for providing free, clear and easy access to the tank site for our trucks.
- 2) The BUYER shall provide sufficient space adjacent to and around the tank site for Seller’s access and equipment.
- 3) The BUYER is responsible for providing a well-drained, level and prepared tank site to include access roads; site clearing, grading; leveling; drainage; erosion control, brush removal.
- 4) ***The BUYER is responsible for completely draining and removing excessive silt from the tank interiors.*** Tanks will need to remain out of service for the duration of recondition process.
- 5) Final grading, seeding, mulching, fencing, or other site restoration work.
- 6) The BUYER is responsible for any pipe or appurtenance relocation, and price does NOT include any tank or roof penetration nozzles/boots or relocation of platforms, electrical, etc.
- 7) Special permits/ Special licenses from federal/state/local agencies and/or related inspection fees, confined space permits, etc...

#### **LABOR & EQUIPMENT FOR TANK MODIFICATIONS**

- 1) Open-shop, **non-prevailing wage labor**, materials, & tools will be provided by Mid Atlantic Storage Systems, Inc.
- 2) All LABOR offered in this PROPOSAL will be performed by SELLER, an authorized dealer of CST formally known as Engineered Storage Products Co and A.O. Smith. using our FACTORY CERTIFIED & TRAINED crews regularly engaged in the installation of AQUASTORE® tank systems.

#### **COMPLETION**

Varies depending upon weather, crew availability, etc....

#### **INSURANCE**

SELLER has \$2 MM Comprehensive General Liability coverage.

#### **BONDS**

This PROPOSAL does not include the supply of, or associated cost of a performance and payment bond. If bonds are required please increase the total PRICE of this PROPOSAL by 1.5%.

#### **TAX**

Sales or Use Tax is NOT included for this project. (Taxes extra if required.) Please provide Tax Exemption Certificate.

**PRICE**

The total PRICE for Labor, Materials, and Equipment offered herein is:

<b>Option 1 – \$ 19,434</b>	<b>Option 4 - \$ 19,434</b>
<b>Option 2 – \$ 1,218 (\$609/ea.)</b>	<b>Option 5 - \$ 4,812</b>
<b>Option 3 – \$ 2,636</b>	<b>Option 6 - \$ 9,615</b>

**Note: The customer may pick and choose ALL or a combination of the above.**

**TERMS**

The PRICE is to be remitted net 30 days on monthly invoices submitted for materials delivered to the jobsite and work performed during that month. NOTE: a 1.25% monthly (15% annual) service charge will be accessed on past due accounts. Price retainage is not acceptable.

**VALIDITY**

The PRICE is valid for your written acceptance no later than **April 6<sup>th</sup> 2025**. Beyond these times **SELLER** reserves the right to revise pricing as necessary.

**RESCHEDULING FEE**

A \$ 2,500 Rescheduling Fee will be applied to any tank recondition project that is cancelled by the tank owner within 7 days of an agreed upon start date. However, this fee will be waived if Mid Atlantic is able to reschedule the rehab crew to another project with no delay in their work schedule.

**The above referenced tank is approximately 19 years old.**

**We appreciate the opportunity to provide you with this PROPOSAL and look forward to your favorable acceptance.**

Sincerely,

*Ryan Lynch*

Ryan Lynch  
Inside Service Manager

**BUYER ACCEPTANCE**

The undersigned accepts this PROPOSAL and all its terms and conditions as a binding contract subject only to the approval of the credit of the BUYER by the SELLER which shall not be unreasonably withheld.

COMPANY: \_\_\_\_\_

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



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**Open Session Item**

**SUBJECT:** FY26 Solid Waste Budget

**PRESENTATION DATE:** March 18, 2025

**PRESENTATION BY:** David A. Mason, Director of Solid Waste

**RECOMMENDED MOTION(S):** For informational purposes

**REPORT-IN-BRIEF:** The Washington County landfill strives to protect the environment and public health by providing safe, reliable, efficient and cost-effective solid waste disposal and recycling services for our customers.

**DISCUSSION:** The Solid Waste budget increased over FY25 by \$263,260 or 2.46%. The increase is the result of the proposed step, potential salary scale adjustment, monitoring costs and recycling programs . There is a requested increase in permit and tipping fees in FY26. There has not been a fee increase since 2018 and costs for various services have increased significantly.

The General Fund contribution to Solid Waste will remain the same as FY25.

**FISCAL IMPACT:** \$10,955,760

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** FY26 Solid Waste Budget

**AUDIO/VISUAL TO BE USED:** N/A

**Washington County, Maryland**  
**Solid Waste Fund Operating Budget**  
**Detailed Summary**  
**Fiscal Year 2026**

Page	Category by Function	FY 2026 Requested Budget	Adjustment	FY 2026 Proposed Budget	\$ Change	Note	% Change	Budget FY 2025
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**13-2 Landfill Fees:**

Permit Fees	965,060	0	965,060	67,810	1	7.56%	897,250
Licensing Fee - Comm Haulers	1,100	0	1,100	0		0.00%	1,100
Tipping Fees - 40 West	9,321,630	0	9,321,630	201,450	2	2.21%	9,120,180
Mulch/Compost Taxable	28,500	0	28,500	(6,000)		(17.39%)	34,500
Mulch/Compost Non Taxable	300	0	300	0		0.00%	300
	<b>10,316,590</b>	<b>0</b>	<b>10,316,590</b>	<b>263,260</b>		<b>2.62%</b>	<b>10,053,330</b>

**1 Permit Fees:**  
- Increase due to average increase in permit fees of 7%.

**2 Tipping Fees:**  
- Projected increase in waste stream based on current trends.

**13-2 Other Revenues:**

Interest, Penalties & Fees	2,000	0	2,000	0		0.00%	2,000
Miscellaneous	100,000	0	100,000	0		0.00%	100,000
General Fund Appropriation	487,170	0	487,170	0	3	0.00%	487,170
Recycling Fees	50,000	0	50,000	0		0.00%	50,000
Fund Balance Reserve	0	0	0	0		0.00%	0
	<b>639,170</b>	<b>0</b>	<b>639,170</b>	<b>0</b>		<b>0.00%</b>	<b>639,170</b>

**3 GF Appropriation:**  
- Used to fund closed sites that are not generating revenue.

<b>Total Revenues</b>	<b>10,955,760</b>	<b>0</b>	<b>10,955,760</b>	<b>263,260</b>		<b>2.46%</b>	<b>10,692,500</b>
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13-10 General Operations	2,415,510	0	2,415,510	299,480		14.15%	2,116,030
13-20 Forty West Landfill	6,240,690	0	6,240,690	(51,120)		(0.81%)	6,291,810
13-31 Composting	193,320	0	193,320	(24,390)		(11.20%)	217,710
13-33 Resh Landfill	205,500	0	205,500	1,260		0.62%	204,240
13-35 Rubble Landfill	195,350	0	195,350	20,500		11.72%	174,850
13-37 Old City/County Landfill	317,010	0	317,010	30,960		10.82%	286,050
13-39 Hancock	12,400	0	12,400	2,500		25.25%	9,900
13-41 Transfer Stations	729,390	0	729,390	49,790		7.33%	679,600
13-44 Recycling Operations	646,590	0	646,590	(65,720)		(9.23%)	712,310

<b>Total Expenses</b>	<b>10,955,760</b>	<b>0</b>	<b>10,955,760</b>	<b>263,260</b>	<b>4</b>	<b>2.46%</b>	<b>10,692,500</b>
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**4 Landfill Expenses:**  
- Increase due to COLA, Step and Salary Scale Adjustment.

<b>Category Summary:</b>								
Salaries and Benefits	3,433,760	0	3,433,760	204,230		6.32%	3,229,530	
Operating	7,516,000	0	7,516,000	85,030		1.14%	7,430,970	
Capital Outlay	6,000	0	6,000	(26,000)		(81.25%)	32,000	
	<b>10,955,760</b>	<b>0</b>	<b>10,955,760</b>	<b>263,260</b>		<b>2.46%</b>	<b>10,692,500</b>	



**Washington County, Maryland  
Solid Waste Fund Revenues  
FY26**

	<b>2026 Operating Budget Requested</b>	<b>Adjustment</b>	<b>2026 Operating Budget Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	<b>2025 Operating Budget Approved</b>	<b>2024 Actuals Final</b>	<b>2023 Actuals Final</b>
400270 - Cash Drawer over/under	0	0	0	0	0.00%	0	(226)	119
404420 - Interest, Penalties & Fees	2,000	0	2,000	0	0.00%	2,000	750	3,038
421000 - Permit Fees	965,060	0	965,060	67,810	7.56%	897,250	920,043	936,776
421010 - Licensing Fee - Comm Haulers	1,100	0	1,100	0	0.00%	1,100	1,250	1,840
421035 - Tipping Fees - 40 West	9,321,630	0	9,321,630	201,450	2.21%	9,120,180	8,458,282	8,410,474
421040 - Mulch/Compost Taxable	28,500	0	28,500	(6,000)	(17.39)%	34,500	15,959	33,916
421050 - Mulch/Compost Non Taxable	300	0	300	0	0.00%	300	168	0
185000 - Reimburse Administrative	0	0	0	0	0.00%	0	2	30
490000 - Miscellaneous	100,000	0	100,000	0	0.00%	100,000	117,798	114,185
490005 - Insurance Recovery	0	0	0	0	0.00%	0	370	1,598
490010 - Gain or Loss on Sale of Asset	0	0	0	0	0.00%	0	45,525	77,861
490045 - Oper Transfer - General Fund	487,170	0	487,170	0	0.00%	487,170	450,000	450,000
490080 - Bad Check Fees	0	0	0	0	0.00%	0	175	325
490100 - Recycling Fees	50,000	0	50,000	0	0.00%	50,000	38,215	56,175
498800 - Other - CIP Revenue	0	0	0	0	0.00%	0	0	6,377
499420 - Fuel	0	0	0	0	0.00%	0	59	44
<b>Revenues</b>	<b>10,955,760</b>	<b>0</b>	<b>10,955,760</b>	<b>263,260</b>	<b>2.46%</b>	<b>10,692,500</b>	<b>10,048,370</b>	<b>10,092,758</b>

**Washington County, Maryland  
Solid Waste Fund  
Department 00000 - Default Department  
FY26 Revenues**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
404420 - Interest, Penalties & Fees	2,000	2,000		
421000 - Permit Fees	965,060	965,060	Budget is based on: - 2,600 residential permits x \$135 = \$351,000 - 4,300 senior permits x \$98 = \$421,400 - 120 veteran permits x \$98 = \$11,760 - 75 2nd permit x \$67.50 = \$5,062.50 - 110 Regular half price x \$67.50 = \$7,425 - 80 senior half price x \$49 = \$3,920 - 10 veteran half price x \$49 = \$490 - 750 yard waste permits x \$50 = \$37,500 - 1,700 yard waste add-on permits x \$25 = \$42,500 - 2,100 recycling permits x \$40 = \$84,000. \$63,370 of this increase is based on increased permit fees. See attached support form.	
421010 - Licensing Fee - Comm Haulers	1,100	1,100		

**Washington County, Maryland  
Solid Waste Fund  
Department 00000 - Default Department  
FY26 Revenues**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
421035 - Tipping Fees - 40 West	9,321,630	9,321,630	Budget is based on volume projections: 77,000 ton of refuse x \$55/ton = \$4,235,000; 13,000 ton from Large Haulers with discount rate x \$45/ton = \$585,000; 11,000 ton of Refuse from Large Haulers with discount rate x \$40/ton = \$440,000; 10,500 tons of sludge x \$60/ton = \$630,000; 5 tons of white goods x \$52/ton = \$260; 2,200 tons of yard waste x \$63/ton = \$138,600; 10 tons of E-waste x 52/ton = \$520; 36,000 tons of rubble x \$78/ton = \$2,808,000; 6,000 tons of MD paper sludge x \$52/ton = \$312,000; 100 tons of industrial waste x \$52/ton = \$5,200; 530 tons of high volume/low weight x \$120/ton = \$63,600; 70 tons of small tires x \$250/ton = \$17,500; 20 tons of large tires x \$250/ton = \$5,000; 1,000 of individual tires x \$3/each = \$3,000; 100 tons of dirt x \$20 = \$2,000; 5 tons of Recycling x \$30 = \$150; 70 tons of animal carcasses x \$100 = \$7,000; 650 ton from Clean County x \$52/ton = \$33,800; Mattress per piece 2,000 x \$5 = \$10,000; mattresses per ton 100 tons x \$200 = \$20,000; 1,000 Freon Appliances x \$5/unit = \$5,000. \$122,160 of this increase is based on increase in tipping fees - see support form for details.	
421040 - Mulch/Compost Taxable	28,500	28,500	Budget is based on volumes of mulch and compost sold from previous year actuals. 250 tons of mulch x \$30 = \$7,500, 700 x \$30 of compost = \$21,000.	

**Washington County, Maryland  
Solid Waste Fund  
Department 00000 - Default Department  
FY26 Revenues**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
421050 - Mulch/Compost Non Taxable	300	300		
490000 - Miscellaneous	100,000	100,000		
490045 - Oper Transfer - General Fund	487,170	487,170		
490100 - Recycling Fees	50,000	50,000		
<b>Total</b>	<b>10,955,760</b>	<b>10,955,760</b>		

**Proposed New or Increase Fee Form  
Fiscal Year 2026**

<b>Department/Division Name</b>	<b>Solid Waste</b>
<b>Department Number</b>	<b>21010</b>
<b>Account Number</b>	<b>Varies</b>
<b>Account Description</b>	<b>Solid Waste Revenues</b>

<b>Account</b>	<b>Brief Description of Fee or Service</b>	<b>Fee FY2024</b>	<b>Fee FY2025</b>	<b>Proposed Fee FY2026</b>	<b>Change</b>	<b>Total Projected Change in Revenue</b>	<b>Justification</b>
421000	Regular	\$ 130.00	\$ 130.00	\$ 135.00	\$ 5.00	\$ 13,000.00	Rates have not increased since 2018. Costs for Various services provided have increase significantly since 2018. See attached Summary.
421000	Senior	\$ 95.00	\$ 95.00	\$ 98.00	\$ 3.00	\$ 12,900.00	Rates have not increased since 2018. Costs for Various services provided have increase significantly since 2018. See attached Summary.
421000	Disabled Veterans	\$ 95.00	\$ 95.00	\$ 98.00	\$ 3.00	\$ 360.00	Rates have not increased since 2018. Costs for Various services provided have increase significantly since 2018. See attached Summary.
421000	2nd Permit, Same Residence	\$ 65.00	\$ 65.00	\$ 67.50	\$ 2.50	\$ 187.50	Rates have not increased since 2018. Costs for Various services provided have increase significantly since 2018. See attached Summary.
421000	Regular, Half Price	\$ 65.00	\$ 65.00	\$ 67.50	\$ 2.50	\$ 275.00	Rates have not increased since 2018. Costs for Various services provided have increase significantly since 2018. See attached Summary.
421000	Senior, Half Price	\$ 47.50	\$ 47.50	\$ 49.00	\$ 1.50	\$ 120.00	Rates have not increased since 2018. Costs for Various services provided have increase significantly since 2018. See attached Summary.
421000	Veterans, Half Price	\$ 47.50	\$ 47.50	\$ 49.00	\$ 1.50	\$ 252.50	Rates have not increased since 2018. Costs for Various services provided have increase significantly since 2018. See attached Summary.
421000	Yard Waste Permit	\$ 25.00	\$ 25.00	\$ 50.00	\$ 25.00	\$ 19,375.00	Rates have not increased since 2018. Costs for Various services provided have increase significantly since 2018. See attached Summary.
421000	Yard Waste Permit - Add-On	\$ 20.00	\$ 20.00	\$ 25.00	\$ 5.00	\$ 8,500.00	Rates have not increased since 2018. Costs for Various services provided have increase significantly since 2018. See attached Summary.
421000	Recycling Permits	\$ 36.00	\$ 36.00	\$ 40.00	\$ 4.00	\$ 8,400.00	Rates have not increased since 2018. Costs for Various services provided have increase significantly since 2018. See attached Summary.

**Proposed New or Increase Fee Form  
Fiscal Year 2026**

<b>Department/Division Name</b>	<b>Solid Waste</b>
<b>Department Number</b>	<b>21010</b>
<b>Account Number</b>	<b>Varies</b>
<b>Account Description</b>	<b>Solid Waste Revenues</b>

<b>Account</b>	<b>Brief Description of Fee or Service</b>	<b>Fee FY2024</b>	<b>Fee FY2025</b>	<b>Proposed Fee FY2026</b>	<b>Change</b>	<b>Total Projected Change in Revenue</b>	<b>Justification</b>
421035	Mattress Recycling Bulk Rate (per ton)	\$ 120.00	\$ 120.00	\$ 200.00	\$ 80.00	\$ 8,000.00	Cost for Mattress Recycling has increased to \$865/ton.
421035	Rubble/Building Debris (per ton)	\$ 75.00	\$ 75.00	\$ 78.00	\$ 3.00	\$ 108,000.00	Rates have not increased since 2018. Costs for Various services provided have increase significantly since 2018. See attached Summary.
421035	Tires, Small (per ton)	\$ 162.00	\$ 162.00	\$ 250.00	\$ 88.00	\$ 6,160.00	The current rate for Scrap Tire Recycling is \$250/ton.

<b>Total New or Increased Fees</b>	<b>\$ 185,530.00</b>
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<b>% Change Since 2018 (Last Rate Change)</b>					
		<b>FY18</b>	<b>FY26</b>	<b>% Change</b>	<b>Notes</b>
Leachate					
	Leachate Hauling	\$ 0.0130	\$ 0.0188	<b>44.62%</b>	
	Leachate Treatment	\$ 0.0460	\$ 0.0590	<b>28.26%</b>	
Monitoring					
	Monitoring	\$ 63,326.00	\$ 155,000.00	<b>144.77%</b>	
Transfer Stations					
	Transfer Stations	\$ 251,325.00	\$ 665,602.03	<b>164.84%</b>	
Recycling Drop-Off					
	Cardboard	\$ 18,900.00	\$ 45,689.28	<b>141.74%</b>	
	Drop-Off	\$ 51,250.00	\$ 132,078.45	<b>157.71%</b>	
	Processing (\$/Ton)	\$ 0	\$ 107.52	<b>1075100.00%</b>	
Tires					
	Tires	\$ 100.00	\$ 250.00	<b>150.00%</b>	350% Since 2016
Electronics					
	CRT	\$ 0.18	\$ 0.42	<b>133.33%</b>	
	Non CRT	\$ 0	\$ 0.21	<b>2000.00%</b>	\$0.00/lbs in 2021
Wages and Benefits		\$ 2,230,330.00	\$ 3,496,451.90	<b>56.77%</b>	3 Positions added

**Washington County, Maryland  
Solid Waste Fund Expenditures - Proposed  
FY26**

	<b>2026 Operating Budget Requested</b>	<b>Adjustment</b>	<b>2026 Operating Budget Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	<b>2025 Operating Budget Approved</b>	<b>2024 Actuals Final</b>	<b>2023 Actuals Final</b>
21010 - General Operations	2,415,510	0	2,415,510	299,480	14.15%	2,116,030	878,919	820,890
21020 - Forty West Landfill	6,240,690	0	6,240,690	(51,120)	(0.81)%	6,291,810	3,863,846	4,663,301
21025 - Composting	193,320	0	193,320	(24,390)	(11.20)%	217,710	134,409	115,909
21030 - Resh Landfill	205,500	0	205,500	1,260	0.62%	204,240	5,070	0
21040 - Rubble Landfill	195,350	0	195,350	20,500	11.72%	174,850	42,613	44,613
21050 - Old City/County Landfill	317,010	0	317,010	30,960	10.82%	286,050	141,344	202,964
21060 - Hancock	12,400	0	12,400	2,500	25.25%	9,900	0	0
21100 - Transfer Station	729,390	0	729,390	49,790	7.33%	679,600	905,740	814,421
21200 - Recycling Operations	646,590	0	646,590	(65,720)	(9.23)%	712,310	461,063	445,957
<b>Solid Waste Fund</b>	<b>10,955,760</b>	<b>0</b>	<b>10,955,760</b>	<b>263,260</b>	<b>2.46%</b>	<b>10,692,500</b>	<b>6,433,004</b>	<b>7,108,055</b>
<b>Total Expenditures</b>	<b>10,955,760</b>	<b>0</b>	<b>10,955,760</b>	<b>263,260</b>	<b>2.46%</b>	<b>10,692,500</b>	<b>6,433,004</b>	<b>7,108,055</b>



**Washington County, Maryland**  
**Solid Waste Fund**  
**Department 21010 - General Operations**  
**FY26 Expenses**

	<b>2026 Operating Budget Requested</b>	<b>Adjustment</b>	<b>2026 Operating Budget Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	<b>2025 Operating Budget Approved</b>	<b>2024 Actuals Final</b>	<b>2023 Actuals Final</b>
500000 - Wages - Full Time	441,680	0	441,680	(1,300)	(0.29)%	442,980	371,748	330,406
500005 - Wages - Part Time	46,220	0	46,220	(1,530)	(3.20)%	47,750	36,494	30,428
500010 - Wages - Overtime	15,120	0	15,120	520	3.56%	14,600	2,740	3,468
500040 - Other Wages	270	0	270	270	100.00%	0	148	0
500100 - FICA - Employer	38,510	0	38,510	(150)	(0.39)%	38,660	30,565	27,139
500120 - Health Insurance	115,940	0	115,940	6,310	5.76%	109,630	70,895	70,052
500125 - Other Insurance	2,490	0	2,490	(80)	(3.11)%	2,570	1,256	1,202
500130 - Pension	114,840	0	114,840	(330)	(0.29)%	115,170	95,997	86,837
500140 - Workers Compensation	5,480	0	5,480	(5,930)	(51.97)%	11,410	4,896	4,742
500145 - Time to Care	6,850	0	6,850	0	0.00%	6,850	0	0
500155 - Personnel Requests	149,770	0	149,770	149,770	100.00%	0	0	0
500160 - Other Post Employment Benefits	9,420	0	9,420	(710)	(7.01)%	10,130	10,130	7,871
500161 - Wage Reserve	(8,390)	0	(8,390)	(3,350)	66.47%	(5,040)	0	0
500170 - Employee Investment	2,640	1,910	4,550	1,910	72.35%	2,640	0	0
500171 - Employee Recognition	1,910	(1,910)	0	(1,910)	(100.00)%	1,910	0	0
500172 - Team Building	550	0	550	0	0.00%	550	278	0
<b>Wages and Benefits</b>	<b>943,300</b>	<b>0</b>	<b>943,300</b>	<b>143,490</b>	<b>17.94%</b>	<b>799,810</b>	<b>625,147</b>	<b>562,145</b>
501000 - Debt - Bond Principal	798,450	0	798,450	15,340	1.96%	783,110	746,544	630,639
501001 - Contra - Bond Principal	0	0	0	0	0.00%	0	(746,544)	(630,639)
501010 - Debt - State Loan Principal	0	0	0	(96,230)	(100.00)%	96,230	146,164	906,133
501011 - Contra - State Principal	0	0	0	0	0.00%	0	(146,164)	(906,133)
501050 - Debt - Bond Interest	315,670	0	315,670	61,520	24.21%	254,150	158,763	166,540
501060 - Debt - State Loan Interest	0	0	0	(1,060)	(100.00)%	1,060	1,996	8,064
501080 - Debt Lease Interest	0	0	0	0	0.00%	0	(16,004)	713
501090 - Debt - Administrative Fees	750	0	750	(6,720)	(89.96)%	7,470	7,493	22,546

**Washington County, Maryland**  
**Solid Waste Fund**  
**Department 21010 - General Operations**  
**FY26 Expenses**

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Proposed	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
501095 - Bond Issue Cost Expense	48,510	0	48,510	28,610	143.77%	19,900	3,058	2,380
502000 - Appropriations	235,000	0	235,000	150,000	176.47%	85,000	0	0
505150 - Other - Miscellaneous	0	0	0	0	0.00%	0	3	0
505160 - Personal Mileage	670	0	670	0	0.00%	670	0	0
505170 - Postage	500	0	500	0	0.00%	500	0	0
505230 - Travel Expenses	1,460	(700)	760	(1,920)	(71.64)%	2,680	825	1,772
505960 - Uncollectible Accounts	2,000	0	2,000	0	0.00%	2,000	15,131	13,957
510010 - Fleet Insurance	24,090	0	24,090	5,900	32.44%	18,190	15,934	17,656
510020 - Property & Casualty Insurance	12,250	0	12,250	1,810	17.34%	10,440	9,488	8,359
510030 - Public & Gen Liability Insurance	11,770	0	11,770	730	6.61%	11,040	10,433	9,729
515000 - Contracted/Purchased Service	0	0	0	0	0.00%	0	34,892	0
515010 - Auditing Services	1,090	0	1,090	0	0.00%	1,090	800	845
520000 - Training	0	0	0	(6,000)	(100.00)%	6,000	650	0
520030 - Food Comp	0	0	0	(1,100)	(100.00)%	1,100	300	37
520040 - Seminars/Conventions	0	700	700	700	100.00%	0	0	0
535055 - Lease Payments	4,000	0	4,000	0	0.00%	4,000	318	0
535057 - Non-Lease Components	0	0	0	0	0.00%	0	220	216
535058 Lease-Variable Payments	0	0	0	0	0.00%	0	433	477
540010 - Wireless Communication	6,000	0	6,000	2,500	71.43%	3,500	5,881	3,298
540020 - Telephone Expenses	5,000	0	5,000	0	0.00%	5,000	0	0
545010 - Electric	5,000	0	5,000	1,910	61.81%	3,090	3,133	2,156
592060 - Service Charges	0	0	0	0	0.00%	0	25	0
<b>Operating Expenses</b>	<b>1,472,210</b>	<b>0</b>	<b>1,472,210</b>	<b>155,990</b>	<b>11.85%</b>	<b>1,316,220</b>	<b>253,772</b>	<b>258,745</b>
<b>Total</b>	<b>2,415,510</b>	<b>0</b>	<b>2,415,510</b>	<b>299,480</b>	<b>14.15%</b>	<b>2,116,030</b>	<b>878,919</b>	<b>820,890</b>

**Washington County, Maryland  
Solid Waste Fund  
Department 21010 - General Operations  
FY26**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
500000 - Wages - Full Time	441,680	441,680	The budget is based on a proposed step of 2.5% and a 1% COLA for FY26. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500005 - Wages - Part Time	46,220	46,220	The budget is based on a proposed step of 2.5% and a 1% COLA for FY26. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500010 - Wages - Overtime	15,120	15,120	The budget is based on a proposed step of 2.5% and a 1% COLA for FY26. Wages are then allocated based on a three-year rolling average and adjusted for any known changes in trends.	
500040 - Other Wages	270	270	The Other Wages category includes amounts for sick pay bonus. The sick pay bonus is based on prior year actuals with a small increase for employees receiving additional pay for accumulating more consecutive years without using sick time.	
500100 - FICA - Employer	38,510	38,510	Budget is based on total wages times 7.65%.	

**Washington County, Maryland  
Solid Waste Fund  
Department 21010 - General Operations  
FY26**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
500120 - Health Insurance	115,940	115,940	The Health Insurance budget was increased by 5% and the dental insurance budget was increased by approximately 15%. This is based on the projected trend analysis in the market, discussions with the County's health insurance administrators, an analysis of the County's self-insured reserve trends and the anticipated reserve balance.	
500125 - Other Insurance	2,490	2,490	This category includes County paid premiums for employee life insurance, dependent life insurance, and long-term disability. The majority of these premiums are based on wages. Due to the proposed wage increase the other insurance increased by approximately 3.5%.	
500130 - Pension	114,840	114,840	The budgeted amount for employer pension is based on full-time wages times 26%. Employees who work a 48 hour/week schedule have their pension calculation based on the 48 hours per week.	
500140 - Workers Compensation	5,480	5,480	Workers Compensation is based on projected employee wages times their assigned classification rates.	
500145 - Time to Care	6,850	6,850		
500155 - Personnel Requests	149,770	149,770	Placeholder for salary scale decompression.	

**Washington County, Maryland  
Solid Waste Fund  
Department 21010 - General Operations  
FY26**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
500160 - Other Post Employment Benefits	9,420	9,420	Benefits received after employment in exchange for employees' current service. Examples are medical, dental, and vision. This number may change as it is subject to actuarial audit every two years.	
500161 - Wage Reserve	(8,390)	(8,390)	To budget for vacancy savings.	
500170 - Employee Investment	2,640	4,550		Reallocated from 500171 - Employee Recognition due to change in program.
500171 - Employee Recognition	1,910	0		Reallocated to 500170 - Employee Investment due to change in program.
500172 - Team Building	550	550		
501000 - Debt - Bond Principal	798,450	798,450	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501050 - Debt - Bond Interest	315,670	315,670	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501090 - Debt - Administrative Fees	750	750	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	
501095 - Bond Issue Cost Expense	48,510	48,510	Debt cost is based on fixed agreed upon payments with bondholders and State agencies. Payments are in accordance with amortization schedules.	

**Washington County, Maryland  
Solid Waste Fund  
Department 21010 - General Operations  
FY26**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
502000 - Appropriations	235,000	235,000	Increase is related to increased CIP equipment budget increase.	
505010 - Advertising	0	0	Increase is based on historical spending	
505160 - Personal Mileage	670	670		
505170 - Postage	500	500		
505230 - Travel Expenses	1,460	760	The cost is based on County Engineers Association of Maryland (CEAM) Fall Conference = \$379, CEAM Spring Conference = \$379. Meals are included in the cost of the conference.	Reallocated \$700 to 520040 - Seminars/Conventions to better categorize the expense.
505960 - Uncollectible Accounts	2,000	2,000		
510010 - Fleet Insurance	24,090	24,090	There is an overall percentage decrease of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.	

**Washington County, Maryland  
Solid Waste Fund  
Department 21010 - General Operations  
FY26**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
510020 - Property & Casualty Insurance	12,250	12,250	There is an overall percentage decrease of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.	
510030 - Public & Gen Liability Insurance	11,770	11,770	There is an overall percentage decrease of 3.01% for all funds combined over prior year budget. The percentage decrease/increase varies by department or fund. Changes related to volume and/or claims experience paid in various departments. Human Resources insurance analyst projected cost of premiums based on industry trends and discussions with industry experts and current service providers.	
515010 - Auditing Services	1,090	1,090		
520000 - Training	0	0	Reallocated to department 21020 as the employees attending training are in that department.	
520030 - Food Comp	0	0	Reallocated to department 21020 as the employees attending training are in that department.	

**Washington County, Maryland  
Solid Waste Fund  
Department 21010 - General Operations  
FY26**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
520040 - Seminars/Conventions	0	700		Reallocated from 505230 - Travel Expenses - for the CEAM registration costs.
535055 - Lease Payments	4,000	4,000	Cost of copy machine rental is based on actual usage under the current contract.	
540010 - Wireless Communication	6,000	6,000	Cost of wireless communication is based on actual usage from previous year.	
540020 - Telephone Expenses	5,000	5,000		
545010 - Electric	5,000	5,000	The electric budget is based on four prior year actuals, forecasted rate changes and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
<b>Total</b>	<b>2,415,510</b>	<b>2,415,510</b>		



**Travel Request Cost Estimate Form  
Fiscal Year 2026**

<b>Department/Division Name</b>	Solid Waste
<b>Department Number</b>	21010
<b>Account Number</b>	505230
<b>Account Description</b>	Travel Expenses

Position Title (Do not use employee names)	Destination	Date(s) of Travel	Description/Reason for Travel Request	Cost Breakdown		Dept Request
Deputy Director	Ocean City, MD	September 2025	<b>County Engineers Association of Maryland Fall Conference:</b> Network with other MD Counties, Contractors and Consultants; attend seminars involving new technologies, processes, funding sources, and construction methods.	<b>Transportation</b>	County Vehicle	\$0.00
				<b>Lodging</b>	2 Nights	\$375.00
				<b>Meals</b>	\$75/person/day	\$0.00
				<b>Other</b>	Tolls	\$4.00
				<b>Other</b>		\$0.00
<b>Total Cost for Travel</b>					<b>\$379.00</b>	

Position Title (Do not use employee names)	Destination	Date(s) of Travel	Description/Reason for Travel Request	Cost Breakdown		Dept Request
Deputy Director	TBD	May 2025	<b>County Engineers Association of Maryland Spring Conference:</b> Network with other MD Counties, Contractors and Consultants; attend seminars involving new technologies, processes, funding sources, and construction methods.	<b>Transportation</b>	County Vehicle	\$0.00
				<b>Lodging</b>	2 Nights	\$375.00
				<b>Meals</b>	\$75/person/day	\$0.00
				<b>Other</b>	Tolls	\$4.00
				<b>Other</b>		\$0.00
<b>Total Cost for Travel</b>					<b>\$379.00</b>	

<b>Total Travel Request for Department</b>	<b>\$760.00</b>
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*\*Complete one section for each conference/training being attended. If there is more than one person attending the same training, please include them all in the same section.*

**Lease Payment - Copy Machine Cost Estimate Form  
Fiscal Year 2026**

<b>Department/Division Name</b>	Solid Waste General Operations
<b>Department Number</b>	21010
<b>Account Number</b>	535055
<b>Account Description</b>	Lease Payments

Item	Machine Rental	CopyPak (monthly maintenance)	Black & White Overage	Color Overage	Total	Explanation
Ricoh Copier	1,387	405	88	2,120	4,000	Machine Rental = \$115.58/month CopyPak = \$33.75/month Black & White Overages - 19,500 copies/ \$.0045 per copy Color Overages - 53,000 copies/\$.04 per copy

<b>Total Copier Lease</b>	<b>\$4,000</b>
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**Washington County, Maryland  
Solid Waste Fund  
Department 21020 - Forty West Landfill  
FY26 Expenses**

	<b>2026 Operating Budget Requested</b>	<b>Adjustment</b>	<b>2026 Operating Budget Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	<b>2025 Operating Budget Approved</b>	<b>2024 Actuals Final</b>	<b>2023 Actuals Final</b>
500000 - Wages - Full Time	730,760	0	730,760	2,060	0.28%	728,700	683,004	576,072
500005 - Wages - Part Time	8,970	0	8,970	200	2.28%	8,770	8,917	8,112
500010 - Wages - Overtime	346,340	0	346,340	11,720	3.50%	334,620	233,587	205,213
500040 - Other Wages	0	0	0	0	0.00%	0	2,666	12
500100 - FICA - Employer	83,090	0	83,090	990	1.21%	82,100	69,112	58,226
500120 - Health Insurance	191,820	0	191,820	6,080	3.27%	185,740	208,111	210,418
500125 - Other Insurance	4,120	0	4,120	120	3.00%	4,000	3,107	2,875
500130 - Pension	232,320	0	232,320	6,110	2.70%	226,210	206,088	183,385
500140 - Workers Compensation	50,230	0	50,230	9,230	22.51%	41,000	44,898	38,077
500155 - Personnel Requests	6,660	0	6,660	6,660	100.00%	0	0	0
<b>Wages and Benefits</b>	<b>1,654,310</b>	<b>0</b>	<b>1,654,310</b>	<b>43,170</b>	<b>2.68%</b>	<b>1,611,140</b>	<b>1,459,490</b>	<b>1,282,390</b>
501020 - Debt - Other Principal	192,600	0	192,600	3,800	2.01%	188,800	185,056	106,254
501021 - Contra - Other Principal	0	0	0	0	0.00%	0	(185,056)	(106,254)
501070 - Debt - Other Interest	7,680	0	7,680	(3,820)	(33.22)%	11,500	14,921	11,989
501080 - Debt Lease Interest	0	0	0	0	0.00%	0	69,186	43,945
501600 - Closure/Postclosure Care Costs	550,000	0	550,000	0	0.00%	550,000	532,265	537,440
505010 - Advertising	1,500	0	1,500	0	0.00%	1,500	414	764
505050 - Dues & Subscriptions	1,600	0	1,600	800	100.00%	800	1,425	0
505080 - Freight & Cartage	15,000	0	15,000	(5,000)	(25.00)%	20,000	11,533	16,614
505120 - Licenses & Certifications	0	0	0	0	0.00%	0	145	
505140 - Office Supplies	10,000	0	10,000	2,000	25.00%	8,000	8,209	7,224
505150 - Other - Miscellaneous	0	0	0	0		0	0	
515000 - Contracted/Purchased Service	200,000	0	200,000	0	0.00%	200,000	29,264	44,134
515160 - Engineering Services	45,000	0	45,000	6,000	15.38%	39,000	50,614	58,573
515170 - Gas Monitoring	1,000	0	1,000	0	0.00%	1,000	941	941
515180 - Software	22,140	0	22,140	13,290	150.17%	8,850	10,206	19,781
515190 - Hauling Services	469,830	0	469,830	(1,120)	(0.24)%	470,950	173,320	162,843
515210 - Laboratory Services	51,000	0	51,000	20,000	64.52%	31,000	29,903	31,557
515220 - Landfill Fees	7,000	0	7,000	0	0.00%	7,000	6,364	5,713
515230 - Leachate Hauling	282,000	0	282,000	(18,800)	(6.25)%	300,800	167,329	177,433
515240 - Leachate Testing	2,500	0	2,500	0	0.00%	2,500	0	0
515250 - Leachate Treatment	885,000	0	885,000	(27,000)	(2.96)%	912,000	496,777	501,451

**Washington County, Maryland  
Solid Waste Fund  
Department 21020 - Forty West Landfill  
FY26 Expenses**

	2026 Operating Budget Requested	Adjustment	2026 Operating Budget Proposed	\$ Change	% Change	2025 Operating Budget Approved	2024 Actuals Final	2023 Actuals Final
515270 - Maintenance Contract Services	0	0	0	0	0.00%	0	118,651	109,724
515350 - Accident Repairs	0	0	0	0	0.00%	0	0	3,602
520000 - Training	6,000	0	6,000	6,000	100.00%	0	0	0
520030 - Food Comp	1,200	0	1,200			0	0	
525000 - Supplies/Material - Operating	175,000	0	175,000	0	0.00%	175,000	187,718	151,505
525020 - Janitorial Supplies	6,000	0	6,000	1,000	20.00%	5,000	5,354	5,539
525040 - Small Tools & Equipment	5,000	0	5,000	0	0.00%	5,000	4,887	3,098
526110 - Snow Removal Materials	3,500	0	3,500	0	0.00%	3,500	794	0
527020 - Auto Batteries	1,250	0	1,250	0	0.00%	1,250	0	0
527030 - Diesel Fuel	180,000	0	180,000	(60,000)	(25.00)%	240,000	174,368	229,022
527040 - Diesel Fuel Tax	9,840	0	9,840	6,140	165.95%	3,700	7,490	17,523
527060 - Auto Gasoline	19,600	0	19,600	(2,450)	(11.11)%	22,050	20,464	21,969
527070 - Auto Grease	1,200	0	1,200	0	0.00%	1,200	0	0
527080 - Auto Motor Oil	7,500	0	7,500	0	0.00%	7,500	10,130	10,937
527090 - Auto Repairs	176,950	0	176,950	26,950	17.97%	150,000	210,260	170,740
527100 - Auto Tires	50,000	0	50,000	0	0.00%	50,000	15,680	2,944
535055 - Lease Payments	1,120,480	0	1,120,480	(47,220)	(4.04)%	1,167,700	(4,664)	4,486
535058 - Lease Variable Payments	0	0	0	0	0.00%	0	0	722
535060 - Uniforms	14,000	0	14,000	0	0.00%	14,000	10,154	6,758
545010 - Electric	59,010	0	59,010	10,240	21.00%	48,770	40,104	31,983
545030 - Propane Gas	0	0	0	(300)	(100.00)%	300	0	0
<b>Operating Expenses</b>	<b>4,580,380</b>	<b>0</b>	<b>4,580,380</b>	<b>(68,290)</b>	<b>(1.47)%</b>	<b>4,648,670</b>	<b>2,404,206</b>	<b>2,390,954</b>
599999 - Controllable Assets	6,000	0	6,000	(26,000)	(81.25)%	32,000	150	37,727
600400 - Machinery & Equipment	0	0	0	0	0.00%	0	0	952,230
<b>Capital Outlay</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	<b>(26,000)</b>	<b>(81.25)%</b>	<b>32,000</b>	<b>150</b>	<b>989,957</b>
<b>Total</b>	<b>6,240,690</b>	<b>0</b>	<b>6,240,690</b>	<b>(51,120)</b>	<b>(0.81)%</b>	<b>6,291,810</b>	<b>3,863,846</b>	<b>4,663,301</b>

**Washington County, Maryland  
Solid Waste Fund  
Department 21020 - Forty West Landfill  
FY26**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
500000 - Wages - Full Time	730,760	730,760		
500005 - Wages - Part Time	8,970	8,970		
500010 - Wages - Overtime	346,340	346,340		
500100 - FICA - Employer	83,090	83,090		
500120 - Health Insurance	191,820	191,820		
500125 - Other Insurance	4,120	4,120		
500130 - Pension	232,320	232,320		
500140 - Workers Compensation	50,230	50,230		
500155 - Personnel Requests	6,660	6,660	Increase stipend certification pay by \$.15 per hour.	
501020 - Debt - Other Principal	192,600	192,600	Debt cost is based on fixed agreed upon payments for the reimbursement to the General Fund of the purchase of the Compactor for the Department of Solid Waste. Payments are in accordance with amortization schedules.	
501070 - Debt - Other Interest	7,680	7,680	Debt cost is based on fixed agreed upon payments for the reimbursement to the General Fund of the purchase of the Compactor for the Department of Solid Waste. Payments are in accordance with amortization schedules.	

**Washington County, Maryland  
Solid Waste Fund  
Department 21020 - Forty West Landfill  
FY26**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
501600 - Closure/Postclosure Care Costs	550,000	550,000	Amount set aside for future requirements of capping and closure costs. This is a State and Accounting (GASB18) requirements. Amount based on current estimated cubic yards used.	
505010 - Advertising	1,500	1,500		
505050 - Dues & Subscriptions	1,600	1,600	Increase is based on historical trend of actual spending.	
505080 - Freight & Cartage	15,000	15,000	Decrease is based on historical trend of actual spending.	
505140 - Office Supplies	10,000	10,000	Increase is based on historical trend of actual spending.	
515000 - Contracted/Purchased Service	200,000	200,000		
515160 - Engineering Services	45,000	45,000	Price is budgeted for Title V Monitoring and Reporting (\$15,000), annual aerial mapping (\$10,000), operational survey and site initiatives (\$10,000), and unforeseen projects (\$10,000) = \$45,000. Costs for the aerial mapping and site initiatives did increase in cost for FY26.	
515170 - Gas Monitoring	1,000	1,000		
515180 - Software	22,140	22,140	Cost is based on AutoCAD subscription and Technical Support = \$1,200; Scale Software Subscription = \$16,788.02; Fluid Secure Subscription and support = \$1,400, CAT Software = \$2,750. Annual subscription costs increased of prior year.	

**Washington County, Maryland  
Solid Waste Fund  
Department 21020 - Forty West Landfill  
FY26**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
515190 - Hauling Services	469,830	469,830	Hauling of Dumpsters from 40 West Scaled Loads: 4,000 pulls x \$112.78 = \$451,120.00 and Cardboard 150 pulls x \$124.73 = \$18,709.50. Slight decrease based on decreased number of pulls.	
515210 - Laboratory Services	51,000	51,000	Line Item is based on current contract prices for Monitoring Services and other laboratory fees for testing water as required by MDE. Increase is due to the new required Per-and polyfluoroalkyl (PFAS) testing.	
515220 - Landfill Fees	7,000	7,000		
515230 - Leachate Hauling	282,000	282,000	Cost is based on the five year average of leachate generated at the site for a total of 15.0 million gallons @ \$0.0188/gal. Projecting a decrease in the number of gallons based on history.	
515240 - Leachate Testing	2,500	2,500		
515250 - Leachate Treatment	885,000	885,000	Cost is based on the five year average of leachate generated at the site for a total of 15.0 million gallons @ \$0.059/gal. Projecting a decrease in the number of gallons treated based on history.	
520000 - Training	6,000	6,000	Reallocated from department 21010 since the employees attending training are in this department.	

**Washington County, Maryland  
Solid Waste Fund  
Department 21020 - Forty West Landfill  
FY26**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
520030 - Food Comp	1,200	1,200	Reallocated from department 21010 since the employees attending training are in this department.	
525000 - Supplies/Material - Operating	175,000	175,000		
525020 - Janitorial Supplies	6,000	6,000	Increase is based on historical trend of actual spending	
525040 - Small Tools & Equipment	5,000	5,000		
526110 - Snow Removal Materials	3,500	3,500		
527020 - Auto Batteries	1,250	1,250		
527030 - Diesel Fuel	180,000	180,000	Estimated budget is 60,000 gallons x \$3.00 = \$180,000 (excludes taxes), which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail price.	
527040 - Diesel Fuel Tax	9,840	9,840	Estimated budget is based on 21,000 gallons x \$ 0.4685 = \$9,838.50	
527060 - Auto Gasoline	19,600	19,600	Projected Budget is 7,000 gallons x \$2.80 = \$19,600 (includes state gas tax), which is based on bids and short-term energy outlook forecast. Rate per gallon is discounted with bid price as compared to retail prices.	
527070 - Auto Grease	1,200	1,200		
527080 - Auto Motor Oil	7,500	7,500		



**Washington County, Maryland  
Solid Waste Fund  
Department 21020 - Forty West Landfill  
FY26**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
527090 - Auto Repairs	176,950	176,950	Increase is based on historical spending	
527100 - Auto Tires	50,000	50,000		
535055 - Lease Payments	1,120,480	1,120,480	Line item includes the existing Lease Payments for the existing 735 Articulated Dump Truck, , 624 Loader, Skid Steer, Grinder, D7 Dozer, 349 Excavator and proposed Tractor, Water Truck and Grader.	
535060 - Uniforms	14,000	14,000		
545010 - Electric	59,010	59,010	The electric budget is based on four prior year actuals, forecasted rate changes and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
599999 - Controllable Assets	6,000	6,000	Salt Spreader - \$6,000.	
<b>Total</b>	<b>6,240,690</b>	<b>6,240,690</b>		

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**Other Personnel Request Cost Estimate Form  
Fiscal Year 2026**

<b>Department/Division Name</b>	Solid Waste Department
<b>Department Number</b>	21020
<b>Account Number</b>	500155
<b>Account Description</b>	Personnel Requests
<b>Employment Category</b>	Full-Time Wages

<b>Explanation and Justification of Request</b>
<p>In the year 2000 (approximately), the County implemented a stipend program for the Auto Service Technicians, Welder and Auto Body Technician. It was implemented in a attempt to help attract and retain qualified personnel. The standard was set using the Automotive Service Excellence (ASE) standards, which is a credential for automotive technicians that highlights their repair and maintenance skills. Technicians can earn their certifications by gaining relevant experience and passing exams. The certifications are valid for five years and then the technician has to retest to ensure certified professionals are current in this rapidly changing industry. Since the inception of the program, the rate per each certification has been 20 cents. In FY25 the Highway department got the approval to increase stipend from 20 cents per certification to 35 cents per certification. The Solid waste department currently has two Auto Service Technicians who would be eligible, but currently only one employee receives the stipend, but at the old rate. To keep equity throughout the county, we are requesting to increase the stipend for these positions at Solid waste to 35 cents per hour per certification.</p>

<b>Wages &amp; Benefits - Increase (Decrease) in Request</b>	
Annual Salary (*)	\$6,170.00
FICA	\$472.01
Worker's Compensation	\$13.57
<b>Total Wages and Benefits</b>	<b>\$6,660.00</b>

<b>Total Personnel Request</b>	<b>\$6,660.00</b>
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**Software Request Cost Estimate Form  
Fiscal Year 2026**

<b>Department/Division Name</b>	Solid Waste - Forty West Landfill
<b>Department Number</b>	21020
<b>Account Number</b>	515180
<b>Account Description</b>	Software

<b>Vendor Name</b>	<b>Vendor Number</b>	<b>FY25 Board Approval</b>	<b>FY26 Department Request</b>	<b>New Cost Y/N</b>	<b>Product Description</b>
<b>Carter Machinery Company, Inc.</b>	26291	2,750	2,750	N	This software will allow the mechanics to perform diagnostics on Caterpillar (CAT) equipment.
<b>Katjon, LLC dba Fluid Secure</b>	24792	1,400	1,400	N	Includes automatic updates and supporting program allowing the department to have the latest version.
<b>Paradigm Scale Software</b>	21841	3,500	16,788	N	Includes automatic updates and supporting program allowing the department to have the latest version. Telephone technical support allows us to call to obtain advice on resolving an issue.
<b>Zones IT Solutions Inc.</b>	29444	1,200	1,200	N	Automatic updates for AutoCAD and supporting program allowing the department to have the latest version. Telephone technical support allows us to call to obtain advice on resolving an issue.

<b>Total Software</b>	<b>\$8,850</b>	<b>\$22,140</b>
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**Lease Purchase or Installment Cost Estimate Form  
Fiscal Year 2026**

<b>Department/Division Name</b>	Solid Waste
<b>Department Number</b>	21020
<b>Account Number</b>	535055
<b>Account Description</b>	Lease Payments

Item	New or Existing Lease	Quantity	Straight Purchase Price	Number of Years Financed	Final Year of Lease	Annual Payment for FY2026	Total Financed Price (total of all lease payments)	Explanation
Bobcat Skid Steer	Existing	1	73,989	5	2026	16,382	81,910	Continuation of lease signed in FY21.
Vermeer Tub Grinder	Existing	1	625,282	5	2027	119,620	598,100	Continuation of lease signed in FY22.
624P John Deer Loader	Existing	1	242,500	5	2029	57,948	289,739	Continuation of lease signed in FY24.
CAT D7 Bulldozer	Existing	1	882,268	5	2029	229,300	1,146,500	Continuation of lease signed in FY24.
CAT 735 Articulated Dump Truck	Existing	1	761,074	5	2029	185,640	928,200	Continuation of lease signed in FY24.
CAT 345 Excavator (Rebuild)	Existing	1	530,708	2	2026	283,787	567,574	Continuation of lease signed in FY24.
Tractor	New	1	90,000	1	2026	90,000	90,000	Tractor was damaged in an accident in 2023.
Water Truck	New	1	222,500	5	2030	52,800	264,000	Current water truck is 22 years old and in need of replacement.
Road Grader	New	1	390,000	5	2030	85,000	425,000	Current grader is 24 years old and in need of replacement.

<b>Total Lease Purchase/Installment</b>	<b>\$ 1,120,480</b>
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**Other Capital Outlay (≥\$1 and <\$10,000)**  
**Fiscal Year 2026**

Controllable Assets

<b>Department/Division Name</b>	Solid Waste
<b>Department Number</b>	21020
<b>Account Number</b>	599999
<b>Account Description</b>	Controllable Assets (≥\$1 and <\$10,000 per item)

Priority Number *	Descriptions	Qty	Unit Cost	Total Cost	N or R	Explain Reason for Request
				Dept. Request		
1	Salt Spreader	1	6,000	6,000	N	Need to add another salt spreader to the fleet which will give us two. We need one for 40 West and one for the transfer stations.

<b>Total Controllable Assets</b>	<b>\$6,000</b>
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\* Requests in accounts 599999 - 600800 need to be prioritized in order of need (highest to lowest) as a whole, with 1 being the highest priority. If there are requests in two or more accounts, there can only be a priority 1, priority 2, priority 3, etc. among all the accounts combined. A priority number can not be repeated throughout the

The County maintains assets that are considered capital assets in nature but are classified as controllable assets, due to the fact that they fall under the capitalization limits, i.e., **the cost of each item is ≥\$1 and <\$10,000** (Transit or Golf Course <\$5,000). Examples of controllable items are, but not limited to, chairs, desks, printers, equipment, machinery, weapons, computers. Controllable assets purchases are not a recurring expenditure and are to be purchased in accordance with the approved items by the County Commissioners. Emergency purchases may be supplanted if warranted.

**Washington County, Maryland  
Solid Waste Fund  
Department 21025 - Composting  
FY26 Expenses**

	<b>2026 Operating Budget Requested</b>	<b>Adjustment</b>	<b>2026 Operating Budget Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	<b>2025 Operating Budget Approved</b>	<b>2024 Actuals Final</b>	<b>2023 Actuals Final</b>
500000 - Wages - Full Time	79,300	0	79,300	(14,000)	(15.01)%	93,300	51,460	61,189
500010 - Wages - Overtime	24,970	0	24,970	850	3.52%	24,120	15,538	16,798
500040 - Other Wages	0	0	0	0	0.00%	0	317	0
500100 - FICA - Employer	7,980	0	7,980	(1,010)	(11.23)%	8,990	5,064	5,887
500120 - Health Insurance	20,820	0	20,820	(2,270)	(9.83)%	23,090	20,229	10,285
500125 - Other Insurance	450	0	450	(90)	(16.67)%	540	233	240
500130 - Pension	23,450	0	23,450	(3,440)	(12.79)%	26,890	15,355	15,413
500140 - Workers Compensation	5,130	0	5,130	(3,430)	(40.07)%	8,560	4,586	5,313
<b>Wages and Benefits</b>	<b>162,100</b>	<b>0</b>	<b>162,100</b>	<b>(23,390)</b>	<b>(12.61)%</b>	<b>185,490</b>	<b>112,782</b>	<b>115,125</b>
515210 - Laboratory Services	1,500	0	1,500	500	50.00%	1,000	799	784
515220 - Landfill Fees	220	0	220	0	0.00%	220	0	0
527030 - Diesel Fuel	22,500	0	22,500	(1,500)	(6.25)%	24,000	20,826	0
527090 - Auto Repairs	7,000	0	7,000	0	0.00%	7,000	0	0
<b>Operating Expenses</b>	<b>31,220</b>	<b>0</b>	<b>31,220</b>	<b>(1,000)</b>	<b>(3.10)%</b>	<b>32,220</b>	<b>21,625</b>	<b>784</b>
<b>Total</b>	<b>193,320</b>	<b>0</b>	<b>193,320</b>	<b>(24,390)</b>	<b>(11.20)%</b>	<b>217,710</b>	<b>134,407</b>	<b>115,909</b>

**Washington County, Maryland  
Solid Waste Fund  
Department 21025 - Composting  
FY26**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
500000 - Wages - Full Time	79,300	79,300		
500010 - Wages - Overtime	24,970	24,970		
500100 - FICA - Employer	7,980	7,980		
500120 - Health Insurance	20,820	20,820		
500125 - Other Insurance	450	450		
500130 - Pension	23,450	23,450		
500140 - Workers Compensation	5,130	5,130		
515210 - Laboratory Services	1,500	1,500	The Maryland Department of Agriculture requires permitted composting facilities to have the compost tested yearly by a third party laboratory. Increase is due to the new required PFAS testing.	
515220 - Landfill Fees	220	220	The Maryland Department of Agriculture requires permitted composting facilities to pay a Composting Fee. The Fee is \$15 + \$0.25/ton sold.	
527030 - Diesel Fuel	22,500	22,500	Estimated budget is 7,500 gallons x \$3.00 = \$22,500 (excludes taxes), which is based on bids and short-term energy outlook forecasts. Rate is discounted with new bid price including delivery as compared to retail price.	
527090 - Auto Repairs	7,000	7,000		
<b>Total</b>	<b>193,320</b>	<b>193,320</b>		

**Washington County, Maryland  
Solid Waste Fund  
Department 21030 - Resh Landfill  
FY26 Expenses**

	<b>2026 Operating Budget Requested</b>	<b>Adjustment</b>	<b>2026 Operating Budget Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	<b>2025 Operating Budget Approved</b>	<b>2024 Actuals Final</b>	<b>2023 Actuals Final</b>
515000 - Contracted/Purchased Service	2,000	0	2,000	0	0.00%	2,000	5,070	0
515170 - Gas Monitoring	900	0	900	0	0.00%	900	0	0
515210 - Laboratory Services	34,000	0	34,000	15,000	78.95%	19,000	0	0
515230 - Leachate Hauling	37,600	0	37,600	(5,640)	(13.04)%	43,240	0	0
515240 - Leachate Testing	2,500	0	2,500	0	0.00%	2,500	0	0
515250 - Leachate Treatment	118,000	0	118,000	(13,100)	(9.99)%	131,100	0	0
525000 - Supplies/Material - Operating	7,000	0	7,000	5,000	250.00%	2,000	0	0
545010 - Electric	3,500	0	3,500	0	0.00%	3,500	0	0
<b>Operating Expenses</b>	<b>205,500</b>	<b>0</b>	<b>205,500</b>	<b>1,260</b>	<b>0.62%</b>	<b>204,240</b>	<b>5,070</b>	<b>0</b>
<b>Total</b>	<b>205,500</b>	<b>0</b>	<b>205,500</b>	<b>1,260</b>	<b>0.62%</b>	<b>204,240</b>	<b>5,070</b>	<b>0</b>



**Washington County, Maryland  
Solid Waste Fund  
Department 21030 - Resh Landfill  
FY26**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
515000 - Contracted/Purchased Service	2,000	2,000		
515170 - Gas Monitoring	900	900		
515210 - Laboratory Services	34,000	34,000	Based on current contract prices for Monitoring Services and other laboratory fees for testing water as required by MDE. Increase is due to the new required Per-and polyfluoroalkyl (PFAS) testing.	
515230 - Leachate Hauling	37,600	37,600	Cost is based on the five year average of leachate generated at the site for a total of 2.3 million gallons @ \$.0188/gal.	
515240 - Leachate Testing	2,500	2,500		
515250 - Leachate Treatment	118,000	118,000	Cost is based on the five year average of leachate generated at the site for a total of 2 million gallons @ \$0.059/gal. Budgeting for fewer gallons.	
525000 - Supplies/Material - Operating	7,000	7,000	Increase based on required maintenance.	
545010 - Electric	3,500	3,500	The only electric being used at Resh is the pump stations.	
<b>Total</b>	<b>205,500</b>	<b>205,500</b>		

**Washington County, Maryland  
Solid Waste Fund  
Department 21040 - Rubble Landfill  
FY26 Expenses**

	<b>2026 Operating Budget Requested</b>	<b>Adjustment</b>	<b>2026 Operating Budget Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	<b>2025 Operating Budget Approved</b>	<b>2024 Actuals Final</b>	<b>2023 Actuals Final</b>
515000 - Contracted/Purchased Service	2,000	0	2,000	0	0.00%	2,000	0	0
515170 - Gas Monitoring	250	0	250	0	0.00%	250	202	404
515210 - Laboratory Services	35,000	0	35,000	16,500	89.19%	18,500	16,160	17,756
515230 - Leachate Hauling	37,600	0	37,600	0	0.00%	37,600	6,523	6,926
515240 - Leachate Testing	1,500	0	1,500	0	0.00%	1,500	0	0
515250 - Leachate Treatment	118,000	0	118,000	4,000	3.51%	114,000	15,790	19,527
525000 - Supplies/Material - Operating	1,000	0	1,000	0	0.00%	1,000	3,938	0
<b>Operating Expenses</b>	<b>195,350</b>	<b>0</b>	<b>195,350</b>	<b>20,500</b>	<b>11.72%</b>	<b>174,850</b>	<b>42,613</b>	<b>44,613</b>
<b>Total</b>	<b>195,350</b>	<b>0</b>	<b>195,350</b>	<b>20,500</b>	<b>11.72%</b>	<b>174,850</b>	<b>42,613</b>	<b>44,613</b>

**Washington County, Maryland  
Solid Waste Fund  
Department 21040 - Rubble Landfill  
FY26**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
515000 - Contracted/Purchased Service	2,000	2,000		
515170 - Gas Monitoring	250	250	Change is based on current contract prices for Gas Monitoring Services.	
515210 - Laboratory Services	35,000	35,000	Change is based on current contract prices for Monitoring Services and other laboratory fees for testing water as required by MDE. Increase is due to the new required Per-and polyfluoroalkyl (PFAS) testing.	
515230 - Leachate Hauling	37,600	37,600	Cost is based on the five year average of leachate generated at the site for a total of 2.0 million gallons @ \$0.0188/gal.	
515240 - Leachate Testing	1,500	1,500		
515250 - Leachate Treatment	118,000	118,000	Cost is based on the five year average of leachate generated at the site for a total of 2.0 million gallons @ \$0.059/gal. Price increase is due to price per gallon increasing slightly.	
525000 - Supplies/Material - Operating	1,000	1,000		
<b>Total</b>	<b>195,350</b>	<b>195,350</b>		

**Washington County, Maryland  
Solid Waste Fund  
Department 21050 - Old City/County Landfill  
FY26 Expenses**

	<b>2026 Operating Budget Requested</b>	<b>Adjustment</b>	<b>2026 Operating Budget Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	<b>2025 Operating Budget Approved</b>	<b>2024 Actuals Final</b>	<b>2023 Actuals Final</b>
515000 - Contracted/Purchased Service	3,000	0	3,000	3,000	100.00%	0	0	0
515170 - Gas Monitoring	1,000	0	1,000	150	17.65%	850	808	808
515210 - Laboratory Services	19,000	0	19,000	13,500	245.45%	5,500	10,167	12,039
515230 - Leachate Hauling	67,680	0	67,680	1,880	2.86%	65,800	30,691	48,606
515240 - Leachate Testing	2,500	0	2,500	0	0.00%	2,500	0	0
515250 - Leachate Treatment	212,400	0	212,400	12,900	6.47%	199,500	92,517	135,294
525000 - Supplies/Material - Operating	0	0	0	(3,000)	(100.00)%	3,000	0	0
545010 - Electric	11,430	0	11,430	2,530	28.43%	8,900	7,162	6,217
<b>Operating Expenses</b>	<b>317,010</b>	<b>0</b>	<b>317,010</b>	<b>30,960</b>	<b>10.82%</b>	<b>286,050</b>	<b>141,345</b>	<b>202,964</b>
<b>Total</b>	<b>317,010</b>	<b>0</b>	<b>317,010</b>	<b>30,960</b>	<b>10.82%</b>	<b>286,050</b>	<b>141,345</b>	<b>202,964</b>

**Washington County, Maryland  
Solid Waste Fund  
Department 21050 - Old City/County Landfill  
FY26**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
515000 - Contracted/Purchased Service	3,000	3,000	Reallocated from 525000 - Supplies/Material Operating.	
515170 - Gas Monitoring	1,000	1,000	Change is based on current contract prices for Gas Monitoring Services.	
515210 - Laboratory Services	19,000	19,000	Change is based on current contract prices for Monitoring Services and other laboratory fees for testing and water as required by MDE.	
515230 - Leachate Hauling	67,680	67,680	Cost is based on the five year average of leachate generated at the site for a total of 3.6 million gallons @ \$0.0188/gal. Increase is due to having to haul additional gallons of leachate.	
515240 - Leachate Testing	2,500	2,500		
515250 - Leachate Treatment	212,400	212,400	Cost is based on the five year average of leachate generated at the site for a total of 3.6 million gallons @ \$0.059/gal. Increase due to the additional gallons treated and a slightly increased price per gallon.	
525000 - Supplies/Material - Operating	0	0	Reallocated to 515000 - Contracted/Purchased Services.	
545010 - Electric	11,430	11,430	The electric budget is based on four prior year actuals, forecasted rate changes and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
<b>Total</b>	<b>317,010</b>	<b>317,010</b>		

**Washington County, Maryland  
Solid Waste Fund  
Department 21060 - Hancock  
FY26 Expenses**

	<b>2026 Operating Budget Requested</b>	<b>Adjustment</b>	<b>2026 Operating Budget Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	<b>2025 Operating Budget Approved</b>	<b>2024 Operating Budget Actuals</b>	<b>2023 Operating Budget Actuals</b>
515170 - Gas Monitoring	900	0	900	0	0.00%	900	0	0
515210 - Laboratory Services	11,500	0	11,500	2,500	27.78%	9,000	0	0
<b>Operating Expenses</b>	<b>12,400</b>	<b>0</b>	<b>12,400</b>	<b>2,500</b>	<b>25.25%</b>	<b>9,900</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>12,400</b>	<b>0</b>	<b>12,400</b>	<b>2,500</b>	<b>25.25%</b>	<b>9,900</b>	<b>0</b>	<b>0</b>

**Washington County, Maryland  
Solid Waste Fund  
Department 21060 - Hancock  
FY26**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
515170 - Gas Monitoring	900	900		
515210 - Laboratory Services	11,500	11,500	Change is based on current contract prices for Monitoring Services and other laboratory fees for testing water as required by MDE.	
<b>Total</b>	<b>12,400</b>	<b>12,400</b>		

**Washington County, Maryland  
Solid Waste Fund  
Department 21100 - Transfer Station  
FY26 Expenses**

	<b>2026 Operating Budget Requested</b>	<b>Adjustment</b>	<b>2026 Operating Budget Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	<b>2025 Operating Budget Approved</b>	<b>2024 Actuals Final</b>	<b>2023 Actuals Final</b>
500000 - Wages - Full Time	211,750	0	211,750	17,890	9.23%	193,860	195,327	162,001
500005 - Wages - Part Time	148,850	0	148,850	8,250	5.87%	140,600	132,876	126,774
500010 - Wages - Overtime	0	0	0	0	0.00%	0	5,518	7,998
500040 - Other Wages	360	0	360	90	33.33%	270	1,535	270
500100 - FICA - Employer	27,620	0	27,620	2,010	7.85%	25,610	25,021	21,994
500120 - Health Insurance	55,580	0	55,580	7,600	15.84%	47,980	56,960	52,155
500125 - Other Insurance	1,190	0	1,190	60	5.31%	1,130	741	685
500130 - Pension	55,060	0	55,060	4,660	9.25%	50,400	49,674	42,776
500140 - Workers Compensation	14,480	0	14,480	2,670	22.61%	11,810	12,944	11,393
<b>Wages and Benefits</b>	<b>514,890</b>	<b>0</b>	<b>514,890</b>	<b>43,230</b>	<b>9.17%</b>	<b>471,660</b>	<b>480,596</b>	<b>426,046</b>
505140 - Office Supplies	4,200	0	4,200	0	0.00%	4,200	0	0
505160 - Personal Mileage	600	0	600	0	0.00%	600	0	0
515170 - Gas Monitoring	650	0	650	0	0.00%	650	601	601
515190 - Hauling Services	195,760	0	195,760	5,910	3.11%	189,850	409,880	375,809
515210 - Laboratory Services	3,500	0	3,500	0	0.00%	3,500	3,257	6,514
525000 - Supplies/Material - Operating	5,500	0	5,500	0	0.00%	5,500	9,814	4,135
526020 - Building Maintenance	1,750	0	1,750	0	0.00%	1,750	0	0
545010 - Electric	2,540	0	2,540	650	34.39%	1,890	1,593	1,317
<b>Operating Expenses</b>	<b>214,500</b>	<b>0</b>	<b>214,500</b>	<b>6,560</b>	<b>3.15%</b>	<b>207,940</b>	<b>425,145</b>	<b>388,376</b>
<b>Total</b>	<b>729,390</b>	<b>0</b>	<b>729,390</b>	<b>49,790</b>	<b>7.33%</b>	<b>679,600</b>	<b>905,741</b>	<b>814,422</b>

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**Washington County, Maryland  
Solid Waste Fund  
Department 21100 - Transfer Station  
FY26**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
500000 - Wages - Full Time	211,750	211,750		
500005 - Wages - Part Time	148,850	148,850		
500040 - Other Wages	360	360		
500100 - FICA - Employer	27,620	27,620		
500120 - Health Insurance	55,580	55,580		
500125 - Other Insurance	1,190	1,190		
500130 - Pension	55,060	55,060		
500140 - Workers Compensation	14,480	14,480		
505140 - Office Supplies	4,200	4,200		
505160 - Personal Mileage	600	600		
515170 - Gas Monitoring	650	650		
515190 - Hauling Services	195,760	195,760	Hauling of waste containers from the various transfer stations to landfill working face. Cost based on current Contract Prices which has increased over last year. Scales transactions based on prior years actuals. The cost per site are as follows: Hancock - 160 x \$146.63 = \$23,460.80, Greensburg - 650 x \$151.94 = \$98,761.00, Kaetzel - 315 x \$146.63 = \$46,188.45, Dargan - 180 x \$151.94 = \$27,349.20.	
515210 - Laboratory Services	3,500	3,500		

**Washington County, Maryland  
Solid Waste Fund  
Department 21100 - Transfer Station  
FY26**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
525000 - Supplies/Material - Operating	5,500	5,000		
526020 - Building Maintenance	1,750	1,750		
545010 - Electric	2,540	2,540	The electric budget is based on four prior year actuals, forecasted rate changes and other known circumstances. The projection also takes into account current year actuals with annualized estimations.	
<b>Total</b>	<b>729,390</b>	<b>728,890</b>		

**Washington County, Maryland**  
**Solid Waste Fund**  
**Department 21200 - Recycling Operations**  
**FY26 Expenses**

	<b>2026 Operating Budget Requested</b>	<b>Adjustment</b>	<b>2026 Operating Budget Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	<b>2025 Operating Budget Approved</b>	<b>2024 Actuals Final</b>	<b>2023 Actuals Final</b>
500000 - Wages - Full Time	92,500	0	92,500	1,370	1.50%	91,130	79,914	73,235
500010 - Wages - Overtime	15,440	0	15,440	530	3.55%	14,910	12,786	13,251
500040 - Other Wages	0	0	0	(270)	(100.00)%	270	332	270
500100 - FICA - Employer	8,260	0	8,260	120	1.47%	8,140	6,720	6,240
500120 - Health Insurance	24,280	0	24,280	1,730	7.67%	22,550	25,151	25,151
500125 - Other Insurance	520	0	520	(10)	(1.89)%	530	292	286
500130 - Pension	24,050	0	24,050	360	1.52%	23,690	20,086	18,918
500140 - Workers Compensation	240	0	240	30	14.29%	210	206	192
<b>Wages and Benefits</b>	<b>165,290</b>	<b>0</b>	<b>165,290</b>	<b>3,860</b>	<b>2.39%</b>	<b>161,430</b>	<b>145,487</b>	<b>137,543</b>
505010 - Advertising	2,000	0	2,000	0	0.00%	2,000	409	280
505230 - Travel Expenses	0	0	0	(250)	(100.00)%	250	0	0
515150 - Drop-Off	242,700	0	242,700	23,820	10.88%	218,880	156,612	136,427
520000 - Training	650	0	650	250	62.50%	400	0	0
525000 - Supplies/Material - Operating	1,000	0	1,000	0	0.00%	1,000	117	199
588030 - Recycle - Tires	50,000	0	50,000	(12,500)	(20.00)%	62,500	(6,366)	66,854
588040 - Recycle - Other	184,950	0	184,950	(80,900)	(30.43)%	265,850	164,803	104,655
<b>Operating Expenses</b>	<b>481,300</b>	<b>0</b>	<b>481,300</b>	<b>(69,580)</b>	<b>(12.63)%</b>	<b>550,880</b>	<b>315,575</b>	<b>308,415</b>
<b>Total</b>	<b>646,590</b>	<b>0</b>	<b>646,590</b>	<b>(65,720)</b>	<b>(9.23)%</b>	<b>712,310</b>	<b>461,062</b>	<b>445,958</b>

13-44

**Washington County, Maryland  
Solid Waste Fund  
Department 21200 - Recycling Operations  
FY26**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
500000 - Wages - Full Time	92,500			
500010 - Wages - Overtime	15,440			
500100 - FICA - Employer	8,260			
500120 - Health Insurance	24,280			
500125 - Other Insurance	520			
500130 - Pension	24,050			
500140 - Workers Compensation	210			
505010 - Advertising	2,000			
505230 - Travel Expenses	250		Reallocated to 5200000 - Training to better categorize the expense.	
515150 - Drop-Off	242,700		The cost of this line item is based on: 416 Cardboard Drop Off Containers x \$109.83 = \$45,689.28 Recycling Drop-off Containers: Greensburg 156 x \$258.70 = \$40,357.20 Kaetzel 52 @ \$338.75 = \$17,615.00 Dargan 26 x \$374.50 = \$9,737.00 Hancock 40 x \$359.15 = \$14,366.00 40 West 275 x \$181.83 = \$50,003.25 Processing of Recyclables 603.9 tons x \$107.52 = \$64,931.33.	
520000 - Training	650		Reallocated from 505230 - Travel expenses to better categorize the expense.	
525000 - Supplies/Material - Operating	1,000			

13-45

**Washington County, Maryland  
Solid Waste Fund  
Department 21200 - Recycling Operations  
FY26**

	<b>2026 Operating Budget Requested</b>	<b>2026 Operating Budget Proposed</b>	<b>2026 Variance Comments Requested</b>	<b>2026 Variance Comments Proposed</b>
588030 - Recycle - Tires	50,000		Reflects the contract prices for scrap tire recycling and the projected tonnage for the year. 200 tons x \$250/ton = \$62,500.00. Decrease is due to the decreased tonnage.	
588040 - Recycle - Other	184,950		Decrease in budget is due to the decrease in tonnage of electronics being recycled. This has decreased over the past several years. Also anticipating a decrease in mattress tonnage.	
<b>Total</b>	<b>646,810</b>	<b>0</b>		



## Agenda Report Form

### Open Session Item

**SUBJECT:** Schofield Conservation Reserve Enhancement Program (CREP) Easement proposal

**PRESENTATION DATE:** March 18, 2025

**PRESENTATION BY:** Chris Boggs, Rural Preservation Administrator, Dept. of Planning & Zoning

**RECOMMENDED MOTION:** Move to approve the Paula Z. Schofield CREP easement project, paid for 100% by the State, in the amount of \$63,932.22 for 32.63 easement acres, to adopt an ordinance approving the purchase of the easement, and to authorize the execution of the necessary documentation to finalize the easement purchase.

**REPORT-IN-BRIEF:** The Schofield property is located at 20230 Trovinger Mill Road, Hagerstown, and will protect 10 acres of woodland, 6 acres of cropland and 16 acres of pastureland, and serve to buffer roughly 1,300 linear feet of Antietam Creek. The property also contains a historic house on the Maryland Inventory of Historic Places. Seven (7) development rights will be extinguished with this easement.

Washington County has been funded to purchase CREP easements on over 1,900 acres of land since 2010. The Schofield easement will serve to both protect Maryland waterways, as well as preserve the agricultural, historic, cultural and natural characteristics of the land.

**DISCUSSION:** For FY 2025, the State of Maryland is awarding CREP grants to eligible properties on a project by project basis. Following County approval, the application will be submitted for State funding approval.

**FISCAL IMPACT:** CREP funds are 100% State dollars. In addition to the easement funds, the County receives up to 3% of the easement value for administrative costs, a mandatory 1.5% for compliance costs and funds to cover all legal costs and surveys.

**CONCURRENCES:** DNR staff approves and supports our program. A final money allocation will be approved by the State Board of Public Works.

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

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

**AUDIO/VISUAL NEEDS:** Aerial Map



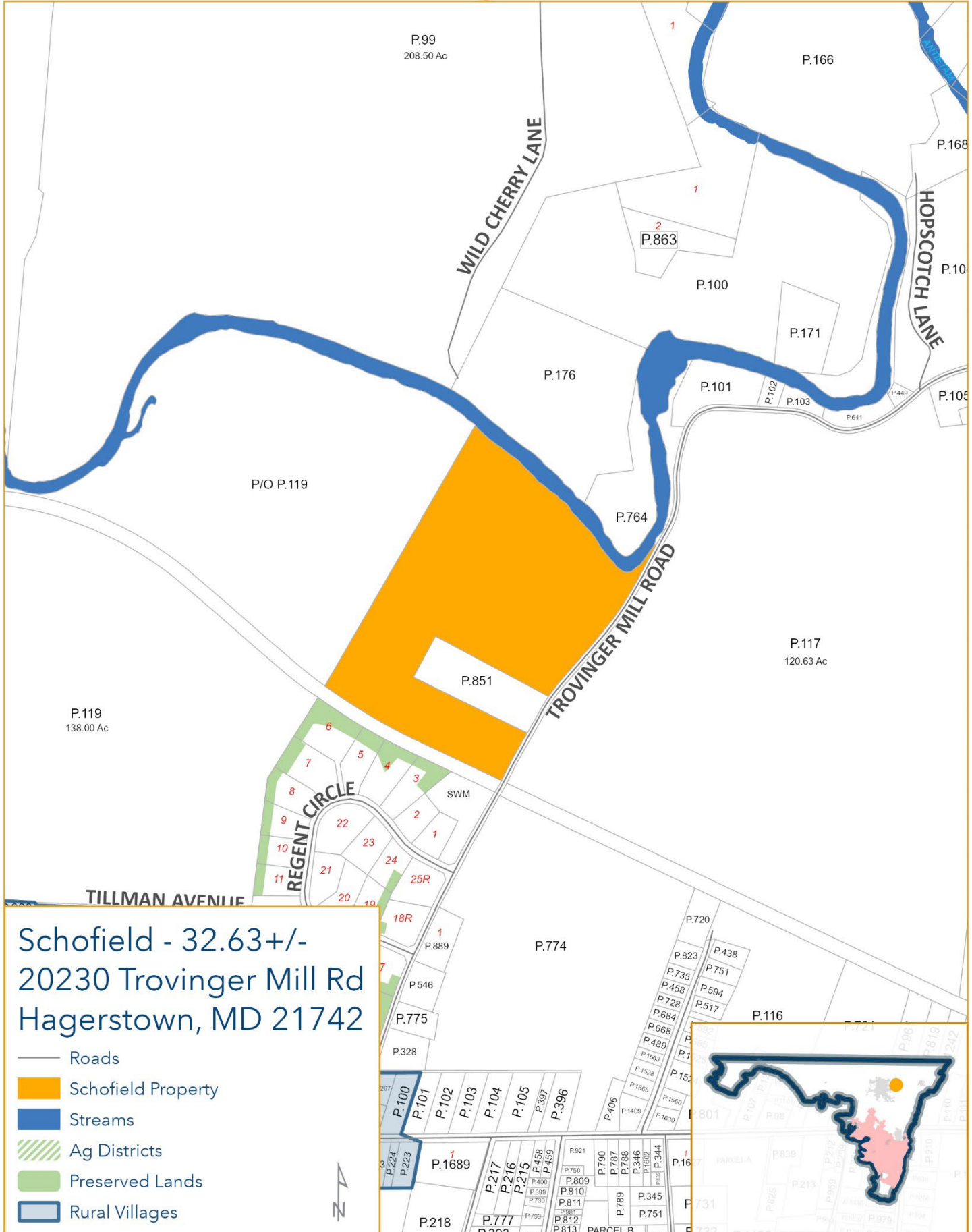


Schofield - 32.63+/-  
 20230 Trovinger Mill Rd  
 Hagerstown, MD 21742

-  Roads
-  Schofield Property
-  Streams
-  Lakes and Ponds

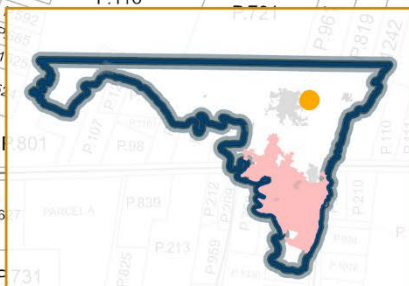






Schofield - 32.63 +/-  
20230 Trovinger Mill Rd  
Hagerstown, MD 21742

- Roads
- Schofield Property
- Streams
- Ag Districts
- Preserved Lands
- Rural Villages





ORDINANCE NO. ORD-2025-

**AN ORDINANCE TO APPROVE THE PURCHASE OF A CONSERVATION  
EASEMENT UNDER THE MARYLAND CONSERVATION RESERVE  
ENHANCEMENT PROGRAM (CREP)**

*(Re: Schofield CREP Easement)*

RECITALS

1. The Maryland Conservation Reserve Enhancement Program ("CREP") is a federal-State natural resources conservation program that addresses state and nationally significant agricultural related environmental concerns related to agriculture.
2. CREP provides financial incentives to program participants to voluntarily remove cropland and marginal pastureland from agricultural production in order to improve, protect, and enhance water quality in the Chesapeake Bay watershed and replacing it with the best management practices including establishment of riparian buffers, grass plantings, forbs, shrubs and trees, stabilization of highly erodible soils, habitat restoration for plant and animal species, and restoration of wetlands.
3. Protection is provided through the acquisition of easements and fee estates from willing landowners currently holding a fifteen (15) year CREP contract and the supporting activities of CREP Sponsors and local governments.
4. For FY2025, the State of Maryland ("State") is awarding CREP grants to eligible Counties (the "CREP Funds").
5. Paula Z. Schofield (the "Property Owner") is the owner of real property consisting of 32.63 acres, more or less, (the "Property") in Washington County, Maryland. The Property is more particularly described on Exhibit A attached hereto.
6. The County has agreed to pay the approximate sum of SIXTY-THREE THOUSAND NINE HUNDRED THIRTY-TWO DOLLARS AND TWENTY-TWO CENTS (\$63,932.22), which is a portion of the CREP, to the Property Owner for a Deed of Conservation Easement on the Property (the "Schofield CREP Easement").

THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland that the purchase of the Schofield CREP Easement is 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 Schofield CREP Easement.

ADOPTED this \_\_\_\_ day of March, 2025.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

\_\_\_\_\_  
Dawn L. Marcus  
County Clerk

BY: \_\_\_\_\_  
John F. Barr, President

Approved as to legal sufficiency:

\_\_\_\_\_  
Victor Scarpelli  
Assistant County Attorney

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

## EXHIBIT A--DESCRIPTION OF EASEMENT AREA

ALL that tract or parcel of land, together with the improvements thereon, and all the rights, ways, privileges and appurtenances thereunto belonging on in anywise appertaining, situate along the West side of Trovinger Mill Road and along the North side of the right of way of the Western Maryland Railroad Company, in Election District No. 18, Washington County, Maryland, and being more particularly described as follows:

BEGINNING at a post standing in the North marginal line of the right of way of the Western Maryland Railroad Company at its intersection with the 9<sup>th</sup> line of the Deed from Charles R. Sanbower and Wife to Samuel A. Mayes dated March 27, 1942, among the Land Records of Washington County, Maryland, and running thence with the remainder of said line North 31 degrees 30 minutes East 1500 feet, more or less, to a post near the South margin of the Antietam Creek at the end of said line; thence continuing with the lines of said Deed North 45 degrees West 383 feet into the center of said Creek; thence up said Creek South 65 degrees East 200 feet to a point; thence South 42 degrees 30 minutes East 315.0 feet to a point; thence South 52 degrees East 500 feet to a point; thence South 41 degrees 15 minutes East 415 feet to a point; thence leaving the Creek and running South 6 degrees West 50 feet to a point; thence East 85 feet into the center of the Trovinger Mill Road; thence along said road South 32 degrees 15 minutes West 230 feet to a point; thence South 38 degrees 30 minutes West 619 feet to a point; thence South 28 degrees 30 minutes West 484 feet, more or less, to the North margin of the right of way of the Western Maryland Railroad Company; thence leaving the road and running along the said railroad right of way North 65 degrees 15 minutes West 505 feet, more or less, to a point; thence by a curve to the right having a radius of 2831.93 feet, more or less, for a distance of 550 feet, more or less, to the point of beginning; containing 36.6 acres of land, more or less, and being the remaining portion of the Samuel A. Mayes farm lying North of said railroad and West of the Trovinger Mill.

SAVING AND EXCEPTING THEREFROM all that lot or parcel of land situate on the Northwest side of Trovinger Mill Road, in Election District No. 18, Washington County, Maryland, and being more particularly described in accordance with a subdivision by Associated Engineering Sciences, Inc., as follows:

BEGINNING at a railroad spike set in the center of Trovinger Mill Road, said spike being North 26 degrees 57 minutes 39 seconds East 317.74 feet from the center of the Western Maryland Railroad tracks with lines of division made and along the lands of Charles R. Mayes (Liber 525, Folio 522) North 64 degrees 42 minutes 13 seconds West 672.37 feet to an iron pin set; thence along a fence North 25 degrees 01 minute 05 seconds East 215.77 feet to an iron pin set; thence along a fence South 64 degrees 42 minutes 13 seconds East 683.89 feet to a railroad spike set in the center of said road; thence along the center of said Road South 28 degrees 30 minutes 00 seconds West 216.11 feet to the point of beginning; containing 3.36 acres of land, more or less. Said parcel of land being further shown and described as Lot No. 1 on the Plat Subdivision for Charles R. Mayes attached to and made a part of the Deed from Charles R. Mayes and Mabel C. Mayes, his wife, to Charles R. Mayes, Jr., and Glenda F. Mayes, his wife, dated July 11, 1986, and recorded in Liber 822, Folio 765 among the aforesaid Land Records.

THE street address of the herein described property is currently known and designated as 20230 Trovinger Mill Road, Hagerstown, Maryland, and is further identified as tax account no. 18-013223.

BEING all of the same property which was conveyed from Charles R. Mayes and Mabel C. Mayes, his wife, to Charles R. Mayes, Jr., and Glenda F. Mayes, his wife, by Deed with attached Plat dated July 11, 1986, and recorded in Liber 822, Folio 765 among the Land Records of Washington County, Maryland. Michael J. Koll died on February 10, 2011; title thereafter vested in Paula Z. Schofield as surviving tenant by the entirety.



Open Session Item

**SUBJECT:** Fabricated Extrusion Company, LLC – Default of Terms of Financial Incentive Agreement

**PRESENTATION DATE:** March 18, 2025

**PRESENTATION BY:** Linda Spence, Financial Programs Administrator and Jonathan Horowitz, Director of the Department of Business and Economic Development

**RECOMMENDED MOTION:** Close and finalize the incentive offered to Fabricated Extrusion Company, LLC

**REPORT-IN-BRIEF:** Termination of the financial incentive agreement dated July 17, 2018, between the Washington County Board of County Commissioners and Fabricated Extrusion Company, LLC. This termination includes the forgiveness and waiver of all obligations and terms stipulated in the original agreement.

**DISCUSSION:** Terminate the financial incentive agreement of July 17, 2018, between the Washington County Board of County Commissioners and Fabricated Extrusion Company, LLC, causing a waiver of all terms and further action in relation to the financial incentive agreement.

**FISCAL IMPACT:** The County will waive and terminate its right to reclaim \$5,000 under the agreement.

**CONCURRENCES:** Rosalinda Pasquel, Assistant County Attorney

**ALTERNATIVES:** Deny termination and waiver.

**ATTACHMENTS:** Letter to Fabricated Extrusion LLC advising of termination of financial incentive agreement.

**AUDIO/VISUAL NEEDS:** n/a



BOARD OF COUNTY COMMISSIONERS OF  
WASHINGTON COUNTY, MARYLAND

March 18, 2025

Ms. Sarah A. Greenville  
Fabricated Extrusion Company, LLC  
1455 Oakmont Drive  
Hagerstown, MD 21740

Dear Ms. Greenville:

We hope this message finds you well. We are writing to inform you that the Washington County Board of County Commissioners has decided to terminate the Finance Incentive Agreement dated July 17, 2018, between our board and Fabricated Extrusion Company, LLC.

This decision includes the full forgiveness and waiver of all obligations and terms stipulated in the original agreement. Specifically, the County will forgo the right to recover \$5,000 in principle.

Our goal of this action is to ensure a smooth transition and to provide you with the flexibility needed to move forward without the constraints of the previous agreement. We believe this decision aligns with our commitment to fostering a supportive business environment.

Should you have any questions or need further clarification, please do not hesitate to reach out to us. We are here to assist you through this process.

We, along with the Department of Business and Economic Development, wish you continued success and growth in your future endeavors. Thank you for your past contributions, and we look forward to seeing the positive impact you will undoubtedly make in the future.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

BY: \_\_\_\_\_  
John F. Barr, President



Open Session Item

**SUBJECT:** FY26 School Based Health Center Grant – Approval to Submit Application and Accept Awarded Funding

**PRESENTATION DATE:** March 18, 2025

**PRESENTATION BY:** Richard Lesh, Grant Manager, Office of Grant Management

**RECOMMENDED MOTION:** Move to approve the submission of the grant application for the FY26 School Based Health Center Grant Program to the Maryland State Department of Health in the amount of \$278,235 and accept awarded funding.

**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 an application to the Maryland State Department of Health requesting funding for School Based Health Centers in Washington County.

**DISCUSSION:** There are two School Based Health Centers in Washington County which are located at South Hagerstown High School and Western Heights Middle School. The Centers provide exams, prescriptions, nutritional assessments, orders lab work and assists in the management of chronic conditions such as asthma and diabetes. Meritus Health is the clinical provider contracted to provide these services. Funding in the amount of \$12,524 is included in the award for County administrative support.

**FISCAL IMPACT:** Provides \$12,524 for County administrative expenses.

**CONCURRENCES:** The Local Management Board approves the submission of the proposal and recommends the acceptance of this award.

**ALTERNATIVES:** Deny approval for submission of this request

**ATTACHMENTS:** N/A

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



Agenda Report Form

Open Session Item

**SUBJECT:** Office of Problem-Solving Courts Discretionary Grant Application Submittal

**PRESENTATION DATE:** March 18, 2025

**PRESENTATION BY:** Jennifer Bricker Treatment Court Coordinator, Circuit Court for Washington County and Richard Lesh, Grant Manager, Office of Grant Management

**RECOMMENDED MOTION:** Move to approve the submittal of the FY26 Office of Problem-Solving Court's Discretionary grant application requesting \$314,038.62 and accept funding as awarded.

**REPORT-IN-BRIEF:** The Office of Problem-Solving Courts Discretionary Grant is to assist with the operational expenses and ancillary services of the Drug Treatment Court. These grant funds will be used to operate the treatment court, which will provide supervision and access to services for court involved, substance dependent participants. The program will reduce substance use and criminal behavior while increasing positive community involvement and overall individual and family functioning. These grant funds will allow better access to justice and treatment services by assisting with transportation, providing frequent drug and alcohol monitoring, case management support services, educational and vocational access, and numerous other services.

**DISCUSSION:** The Office of Grant Management has reviewed the grant application. Matching funds are not required for this program. If any anticipated grant funds are not awarded, the Circuit Court Drug Treatment Court would request that the Circuit Court budget cover the cost for wages and benefits for the Coordinator and Case Manager positions. Other program services such as transportation assistance and training would be eliminated unless other local or state grant funds could be secured. Drug testing would be limited to the number of tests allowed by individual participant's insurances.

**FISCAL IMPACT:** Provides \$314,038.62 for the Drug Treatment Court Program

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

**ALTERNATIVES:** Deny approval for submission of this request

**ATTACHMENTS:** N/A

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





Open Session Item

**SUBJECT:** Supplemental Easement for Potomac Edison

**PRESENTATION DATE:** March 18, 2025

**PRESENTATION BY:** Todd Moser, Real Property Administrator, Division of Engineering

**RECOMMENDED MOTION:** Approve the execution of the requested supplemental easement.

**REPORT-IN-BRIEF:** Potomac Edison has requested a supplemental easement to allow fiber optic cable to be installed to improve and increase the reliability of electrical service to the community.

**DISCUSSION:** Potomac Edison currently has an easement encumbering county property located at 10653 Bower Avenue (Marty Snook Park) in Williamsport. The existing easement dated April 27, 1965, does not give authorization for underground conduit allowing fiber optic cable. The supplemental easement will allow the installation of the fiber optic cable to include construction and installation.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** Public Works Office

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Aerial Map, Proposed Supplemental Easement, Existing Easement

**AUDIO/VISUAL NEEDS:** Aerial Map

ADDRESS: 10802 BOWER AVE  
WILLIAMSPORT, MD 21795

COUNTY: WASHINGTON COUNTY

PROJECT NAME: WILLIAMSPORT SC TO LUMEN FIBER EXPANSION

ENGINEERING FIRM  
**NB+C**  
TOTALLY COMMITTED.  
NB+C ENGINEERING SERVICES, LLC.  
1777 GENTRY PARKWAY WEST  
VEVA 17, SUITE 400  
BLUE BELT, PA 16822  
(877) 460-0122

APPLICANT  
**FirstEnergy**

ZAYO PROJECT MANAGER:  
ROBERT DINNING  
NB+C PROJECT MANAGER:  
DAVE MCEVOY  
NB+C PROJECT NUMBER:  
100682-1267  
SITE ADDRESS:  
10802 BOWER AVE  
WILLIAMSPORT, MD 21795  
HALFWAY  
WASHINGTON COUNTY

REVISIONS		
DATE	DESCRIPTION	INITIAL
02/12/24	PER INITIAL REVIEW	LD

CONTACTS

NB+C CONTACT:	
NAME: DAVE MCEVOY	
PHONE: 610-241-6788	
EMAIL: DMCEVOY@NBCLLC.COM	
ZAYO CONTACT:	
NAME: ROBERT DINNING	
PHONE: 973-686-9130	
EMAIL: ROBERT.DINNING@ZAYO.COM	

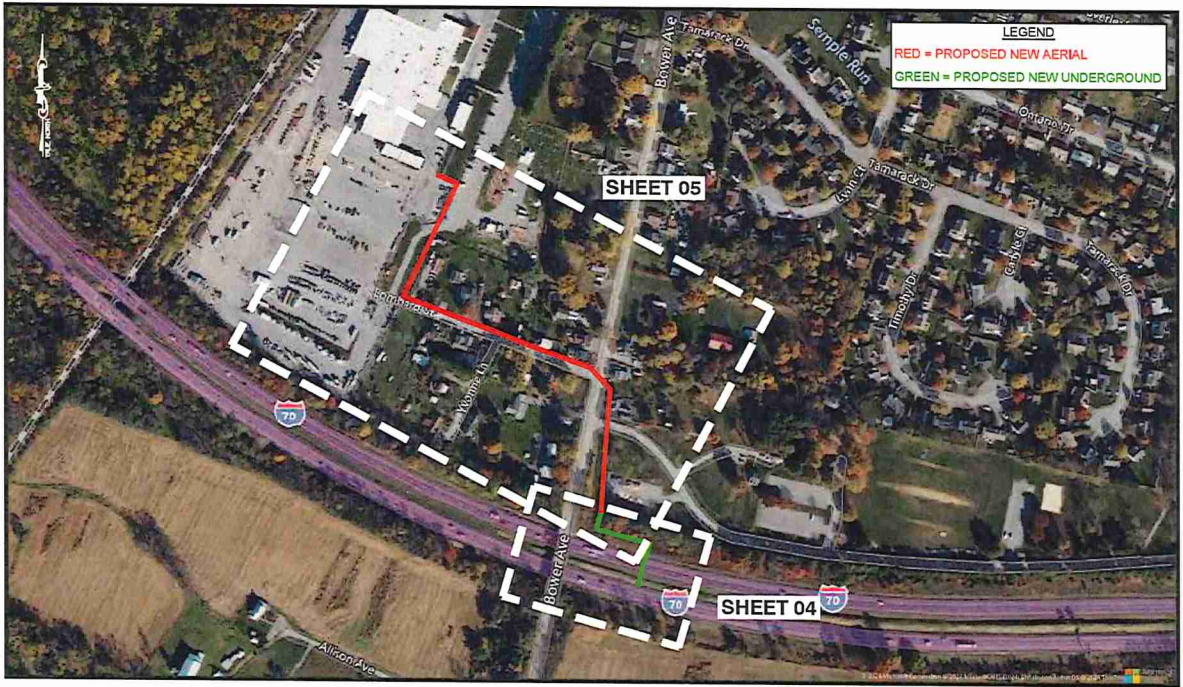
PERMITTING ENTITIES	
WASHINGTON COUNTY	04-05

SHEET INDEX

01	COVER SHEET/SITE LOCATION
02	LEGEND
03	GENERAL NOTES
04 - 05	PROJECT SHEET OSP
06	PROFILE SHEET
07	PROJECT SHEET ISP
08 - 13	TYPICAL DETAILS
14	SITE PHOTOGRAPHS
15	TRAFFIC CONTROL PLAN LEGEND
16 - 17	TRAFFIC CONTROL PLAN

**811**  
Know what's below.  
Call before you dig.

AS-BUILTS	
ORIGINAL:	
REVISED:	
SCALE	
B SIZE DWG:	NOT TO SCALE
D SIZE DWG:	NOT TO SCALE
SHEET: 01 OF 17	
COVER SHEET/ SITE LOCATION	



SITE LOCATION

PRELIMINARY

LAST PLOTTED: 06/12/2024 11:15 PM

FILE NO:

**SUPPLEMENTAL EASEMENT**

KNOW ALL MEN BY THESE PRESENTS, **Board of County Commissioners of Washington County, Maryland, a Body Corporate and Politic of the State of Maryland** with a mailing address of **Washington County Courthouse, Hagerstown, MD 21740**, hereinafter referred to as "GRANTOR", claiming title by virtue of Instruments recorded on Deed Book 740, Page 999 as recorded in Washington County, State of Maryland & for and in consideration of the sum of One Dollar (\$1.00) and other valuable considerations received to my full satisfaction of **The Potomac Edison Company, a Maryland Company**, having its principal place of business at 76 S. Main Street, Akron, Ohio 44308, and collectively hereinafter referred to as "GRANTEE", does hereby grant unto Grantee, its successors and assigns, a supplemental easement ("Supplemental Easement") and right of way, together with the additional rights and privileges hereinafter set forth and the right of reasonable ingress-egress upon, over, under and across the following described premises:

Situated in the County of Washington, State of Maryland; being situated along the East side of Bower Avenue and along the North side of Interstate 70, and containing 3.18 acres, known as  
Permanent Parcel Number 2226030277

**RECITALS**

**WHEREAS**, Grantee has easements on the Grantor's premises by Instruments 04/27/1965, and recorded 04/29/1965, in Volume 422, Pages 556, Washington County Records, State of Maryland (the "Easement"); and

**WHEREAS**, Grantor agrees to modify the right of way to permit the installation of underground facilities together with the right to excavate bore pits within the easement area.

**NOW, THEREFORE**, for valuable consideration paid, the Grantor hereto, intending to be legally bound, agrees as follows:

1. Except as hereby specifically supplemented herein, existing Easement and all its terms, covenants, and conditions remain in full force and effect.
2. In the event of a discrepancy between this Supplemental Easement and the recorded Easement, the provisions of this Supplemental Easement shall control.
3. Capitalized terms used herein and not otherwise defined bear the meanings ascribed to them in the Easement.

[SIGNATURE PAGE FOLLOWS]

Acknowledged, as of the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**GRANTOR:**

**Board of County Commissioners of Washington  
County, Maryland, a Body Corporate and Politic of the State of Maryland**

\_\_\_\_\_

Print Name: \_\_\_\_\_

Its: Authorized Signer

STATE OF \_\_\_\_\_ §  
COUNTY OF \_\_\_\_\_

On this, the \_\_\_\_\_ day of \_\_\_\_\_, 2025, before me, a Notary Public, the undersigned, personally appeared, known to me (or satisfactorily proven) to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged that he/she/they executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

SEAL

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

556

RIGHT OF WAY AGREEMENT

FORM 20-710

For Maryland, Pennsylvania and Virginia Only

I/we, the undersigned, in consideration of One Dollar (\$1.00), and other valuable consideration, hereby grant unto The Potomac Edison Company, its successors and assigns, a right of way for the purpose of constructing, operating and maintaining an electric line, including all necessary poles, anchors, wires and fixtures, over and along the property which I/we own or in which I/we have any interest, situated in Williamsport #2 Township of Washington County, State of Maryland, and acquired by me/us from

together with right of ingress to and egress from said right of way at all times over the lands of grantors; said pole line to be located For the installation of A DISTRIBUTION LINE WITH POLES NECESSARY AND ALL ACCESSORIES LOCATED ON THE NORTH SIDE OF BOWKER AVE AND ON THE WEST SIDE OF INTERSTATE #70 ON THE GRANTEE'S PROPERTY

and to permit the attachment of wires of any Company or persons; and to trim and keep trimmed any trees alongside of said line sufficiently for the safe and proper operation and maintenance thereof, said sum being in full payment therefor.

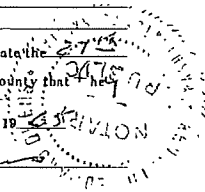
The Company will relocate poles when necessary to conform to future building operations of the undersigned; and will pay for all damages to fences, crops, and livestock caused by the operation, maintenance, rebuilding and removal of said line, if notice in writing is given within thirty days after such damages are suffered, otherwise it is understood that such damages are waived.

Witness the following signatures and seals this 27th day of APRIL in the year 1965. WITNESS: Kenneth E. Owens as to both, William C. Wagner, Jessalim D. Wagner

State of MARYLAND County of WASHINGTON to-wit:

I hereby certify that on this 27th day of APRIL A. D., 1965 before me, a Notary Public in and for the State and County aforesaid, personally appeared WILLIAM C. WAGNER AND JESSALIM D. WAGNER HIS WIFE

known to me to be the person(s) whose name(s) are signed to the written instrument hereto annexed, bearing date the 27th day of APRIL, 1965, and this day acknowledged before me in my said County that they executed the same for the purposes therein contained. Given under my hand and seal this 27th day of APRIL, 1965 My Commission Expires July 1 1965 Kenneth E. Owens Notary Public



State of \_\_\_\_\_ County of \_\_\_\_\_ to-wit:

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_ A. D., 19\_\_\_\_ before me, a Notary Public in and for the State and County aforesaid, personally appeared \_\_\_\_\_

known to me to be the person(s) whose name(s) are signed to the written instrument hereto annexed, bearing date the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, and this day acknowledged before me in my said County that he executed the same for the purposes therein contained. Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ My Commission Expires \_\_\_\_\_

Notary Public

RECEIVED FOR RECORD April 29, 1965 at 10:35 A.M. Receipt No. (Billed) Liber 422

402



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Open Session Item

**SUBJECT:** FY25 Budget Adjustment

**PRESENTATION DATE:** March 18, 2025

**PRESENTATION BY:** Kelcee Mace, Chief Financial Officer

**RECOMMENDED MOTION:** A motion to approve a budget transfer in the amount of \$120,765 from Capital Reserves to CIP Project Budget COM018 – Public Safety CAD System.

**REPORT-IN-BRIEF:** A budget adjustment is being requested to transfer funds for the replacement of the current computer aided dispatch system.

**DISCUSSION:** Staff is requesting the transfer of funds from the capital reserve to be used for a comprehensive assessment of the Emergency Communication Center and the current computer aided dispatch (CAD) system. The Washington County Emergency Communications Centers current computer aided dispatch (CAD) system is a legacy software system that has been in place since the late 1980's, when CAD was first introduced in Washington County.

Throughout the years, the current vendor, county IT and the Emergency Communications Center staff have continuously worked to update and maintain the current CAD system. Recently, the Emergency Communications Center staff have seen a noticeable uptick in the CAD systems downtime, slowed performance issues, and it has required increased efforts to maintain its functionality.

In recognizing and with concerns about the operational and functionality issues, county staff are recommending that an independent analysis of the functionality and readiness of the CAD system be undertaken. This analysis will also include the Emergency Communications Centers equipment, and required staffing.

**FISCAL IMPACT:** \$120,765 of CIP Reserves

**CONCURRENCES:** Alan Matheny, Director of Emergency Management and Communications, Dave Hays, Director of Emergency Services, Brian Albert, Sheriff Washington County.

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Budget Adjustment Form

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



# Washington County, Maryland

## Budget Adjustment Form

Are external signatures needed?

Yes  No

(?)

Budget Amendment

Budget Transfer

Fiscal Year \*

2025

BOCC Approval Date (if known)

03/18/2025

Preparer, if applicable

*Kelcee Mace* X

signed by Mace, Kelcee G.  
3/12/2025, 1:11:07 PM

Department Head Authorization

Sign

Division Director / Elected Official Authorization

Sign

Click here to reorder rows

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Amount Description	Increase (Decrease) +/-
498710	30	11440	COM018		0000	Capital Transfer - Gen	120,765
599999	30	11440	COM018		EQPT	Public Safety CAD Syst	120,765

[Add another row](#)

Explain Budget Adjustment \*

Staff is requesting the transfer of funds from the capital reserve to be used for a comprehensive assessment of the Emergency Communication Center and the current computer aided dispatch (CAD) system.

Attach Additional Items

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