



100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201
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BOARD OF COUNTY COMMISSIONERS

July 23, 2024

OPEN SESSION AGENDA

- 10:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE
 CALL TO ORDER, *President John F. Barr*
 APPROVAL OF MINUTES: *July 2, 2024*
- 10:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 10:15 AM STAFF COMMENTS
- 10:20 AM CITIZEN PARTICIPATION
- 10:30 AM 2024 AUGUSTOBERFEST
Jill Colbert, Augustoberfest Chairwoman; Cody Hill, Marketing and Communications Chair, Augustoberfest
- 10:40 AM AMERICAN RESCUE PLAN ACT (ARPA) ALLOCATIONS
Kelcee Mace, Chief Financial Officer on behalf of the ARPA Committee
- 10:55 AM INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-24-0146) –
 PAVEMENT MARKING MATERIALS AND SERVICES FOR THE
 HAGERSTOWN REGIONAL AIRPORT
Brandi Naugle, Buyer, Purchasing; Neil Doran, Director, Hagerstown Regional Airport
- 11:00 AM AIRPORT SEEKS COMPETITIVE FAA GRANT UNDER THE BIPARTISAN
 INFRASTRUCTURE LAW BIL-ATP. PROJECT TO PROVIDE 4,800SQ OF EAST
 SIDE EXPANSION SPACE IN THE “LANDSIDE” PORTIONS OF THE
 TERMINAL
Neil Doran, Director, Hagerstown Regional Airport; Andrew Eshleman, Director, Public Works
- 11:05 AM 2024 HOUSING BOND ALLOCATION TRANSFER
Jill Baker, Director, Planning and Zoning
- 11:15 AM WASHINGTON COUNTY HISTORIC DISTRICT COMMISSION –
 AMENDMENT TO BYLAWS
Aaron R. Weiss, Assistant County Attorney; Meghan Jenkins, Historic District Commission

11:20 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; and To consult with counsel to obtain legal advice on a legal matter)*

11:50 AM RECONVENE IN OPEN SESSION

RECESS

EVENING MEETING AT THE TOWN OF HANCOCK
Location: 126 WEST HIGH STREET, HANCOCK, MARYLAND

6:00 PM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President John F. Barr*

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

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

6:30 PM CITIZENS PARTICIPATION

7:00 PM ADJOURNMENT



Open Session Item

SUBJECT: 2024 Augustoberfest

PRESENTATION DATE: July 23, 2024

PRESENTATION BY: Jill Colbert, Augustoberfest Chairwoman, Cody Hill, Augustoberfest Marketing and Communications Chair

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: N/A

DISCUSSION: To thank the Board of County Commissioners for their continued support and to update them on the event this year including an update on the foundational money to the Sister City and other non-profits from last year's event, and improvements and additions to this year's event. We wish to extend an invitation to the Board for the event this year and to extend our gratitude and thanks for any grant money awarded to us this year.

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ATTACHMENTS: N/A



Open Session Item

SUBJECT: American Rescue Plan Act (ARPA) Allocations

PUBLIC PACKET

PRESENTATION DATE: July 23, 2024

PRESENTATION BY: On behalf of the ARPA Committee: Kelcee Mace, Chief Financial Officer

RECOMMENDED MOTION: Motion to approve the ARPA Committee's recommendations for allocating remaining funds.

REPORT-IN-BRIEF: The County has approximately \$648,592 in ARPA funds that have not yet been allocated. These funds must be allocated by December 31, 2024.

DISCUSSION: The County has received the following requests for funding that would be eligible for ARPA funding:

- Town of Boonsboro requested funding for their reservoir project to reduce expected borrowing of \$3,000,000.
- Town of Funkstown requested funding of \$175,000 to repair an open storm drain on Poplar Street and Wye Oak Drive; and \$100,000 for replacement of a lead service line on Frederick Road.
- Town of Smithsburg requested funding towards the replacement of several pump stations with expected costs of approximately \$1,000,000 each.
- Community Rescue Service requested funding of \$60,000 to purchase a Stryker ambulance power load system for their new unit.
- County staff requested an additional \$11,000 for the ARPA Grant Manager position to maintain the position through the end reporting that is due in March 2027.

The ARPA Committee met and discussed the requests. The Committee makes the following recommendations:

- Allocating \$400,000 to the Town of Boonsboro reservoir project.
- Allocating \$100,000 to the Town of Funkstown for the lead service line replacement project.
- Allocating \$137,000 to the Town of Smithsburg for the pump station replacement project.
- Allocating \$11,592 to maintain the ARPA Grant Manager position through the end reporting due in March 2027.

FISCAL IMPACT: \$648,592 ARPA Funds

CONCURRENCES: ARPA Committee: Michelle Gordon, County Administrator; Kelcee Mace, Chief Financial Officer; Andrew Eshleman, Director of Public Works; Mark Bradshaw, Director of Environmental Management; Rachel Souders, Director of Grant Management; Dave

Hays, Director of Emergency Services; Jonathan Horowitz, Director of Business and Economic Development; and Allison Hartshorn, ARPA Grant Manager

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-24-0146) – Pavement Marking Materials and Services for the Hagerstown Regional Airport

PRESENTATION DATE: July 23, 2024

PRESENTATION BY: Brandi Naugle, CPPO, Buyer; Neal Doran, Deputy Director, Hagerstown Regional Airport

RECOMMENDED MOTION: Move to authorize by Resolution, for the approval for the purchase of Pavement Marking materials and services required for the following project description: Runway 9/27 rubber removal, marking, cleaning, and marking re-stripe with new black outline; remove and replace taxiway P marking, runway 2/20 markings, and surface painted hold position sign adjustments for the Hagerstown Regional Airport from Hi-Lite Airfield Services, LLC of Bradenton, FL for the total sum of \$166,359 and utilize the use of another jurisdiction's contract that was awarded by Sourcewell, Contract #110122-HLA.

REPORT-IN-BRIEF: Section 106.3 of the Public Local Laws of Washington County grants authorization for the County to procure goods or services under contracts entered into by other government entities. On items over \$50,000, a determination to allow or participate in an intergovernmental cooperative purchasing arrangement shall be by Resolution and shall indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justification for the arrangement.

The County will benefit from the direct cost savings in the purchase of the pavement marking services and materials because of the economies of scale this contract has leveraged. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting, and evaluating a bid. Acquisition of the services and material by utilizing the Sourcewell contract and eliminating our county's bid process would result in administrative and cost savings for the Hagerstown Regional Airport in preparing specifications and the Purchasing Department.

DISCUSSION: N/A

FISCAL IMPACT: Funds in the amount of \$1,390,00 are available in the department's Capital Account 515000-35-45010-BLD088 Airport Systemic Improvements and funding in the amount of \$6,359 is available in the departments operating budget 526090-45-45020 Painting Supplies.

CONCURRENCES: Public Works Director

ALTERNATIVES: N/A

ATTACHMENTS: Hi-Lite Proposal dated 7/5/24 and Resolution, RS-2024



Hagerstown Regional Airport – UPDATED Sourcewell Proposal

Hi-Lite Airfield Services, LLC
 4816 Lena Road
 Bradenton, FL 34211

Bid Date: 07/05/24
Proposal #: 23-17266-P
Project Reference: Sourcewell Contract # 110122-HLA
Completion Date: 12/29/24
Phone: (941) 713-2155

Attn: Eugene Bolanowski
Project County:
City/State: Hagerstown, MD

Item#	Description	Qty	Unit	\$ / Unit	Price
P-620-RR.MOB	Waterblasting Crew & Equipment Mobilization	1	EA	\$ 3,720.00	\$ 3,720.00
P-620-RR	Rubber Removal via Waterblasting	40,000	SF	\$ 0.21	\$ 8,400.00
P-620-SP	Marking Cleaning via Waterblasting	115,000	SF	\$ 0.21	\$ 24,150.00
P-620-PR	Marking Removal Via Waterblasting	2,870	SF	\$ 2.85	\$ 8,179.50
P-620-Paint.MOB	Paint Crew & Equipment Mobilization	1	EA	\$ 3,720.00	\$ 3,720.00
P-620-W.II.I	Runway 9/27 White Pavement Marking	109,910	SF	\$ 0.65	\$ 71,441.50
P-620-B.II	Runway 9/27 Black Marking	31,223	SF	\$ 0.50	\$ 15,611.50
P-620-Y.II.I	Runway 9/27 Overrun & Lead-On Yellow Marking	2,297	SF	\$ 2.25	\$ 5,168.25
P-620-B.II	Taxiway Papa Black Pavement Marking	770	SF	\$ 1.50	\$ 1,155.00
P-620-Y.II.I	Taxiway Papa Yellow Marking	690	SF	\$ 2.25	\$ 1,552.50
P-620-SPHPS.II.I	Taxiway Papa SPHPS Marking	510	SF	\$ 3.50	\$ 1,785.00
P-620-Esc.	2024 Escalator - 10%	1	LS	\$14,231.83	\$14,231.83
P-620-SPHPS	Surface Painted Hold Position Signs	900	SF	\$ 3.50	\$ 3,150.00
P-620-W.II.I	Runway 2/20 White Pavement Marking	4,625	SF	\$ 0.65	\$ 3,006.25
P-620-B.II.I	Runway 2/20 Black Pavement Marking	2,175	SF	\$ 0.50	\$ 1,087.50
Total:					\$ 166,359.00

Project Description: Runway 9/27 Rubber Removal, Marking Cleaning, & Marking Re-Stripe with New Black Outline; Remove & Replace Taxiway P Markings, Runway 2/20 Markings, Surface Painted Hold Position Sign Adjustments



Remarks:

Price Includes: (1) Mobilization for Pavement Markings and Marking removal, rubber removal, and surface preparation

Any additional mobilizations will be charged at \$3,720 per occurrence

Pricing per Sourcewell Contract # 110122-HLA

- Price assumes all pavement marking (with the exception of Taxiway Papa markings) to be re-stripe in existing locations.
- Quoted quantities are estimates only. Actual quantities will be field measured and verified for invoicing
- No surface preparation will be performed outside Hi-Lite's scope of work (including but not limited to: grass removal, curing compound removal, FOD removal from other's activities etc.). Hi-Lite will not be responsible for cleaning other contractor's/construction debris
- All barricades, traffic control, airfield escorts, set up, and tear down provided by owner
- All work must be performed in dry weather, with acceptable temperatures, if our warranty is to be in effect
- Stand-by time caused by others will be billed at \$500/hour
- Hi-Lite will not be liable for any liquidated damages due to time constraints caused by others
- Minimum of 10 days' notice required for scheduling
- Any changes to the Scope provided herein that affects Hi-Lite's work will require a reevaluation of the price
- Retainage not to exceed Owner's retention or a maximum of 5%, whichever is less
- If a Payment and Performance Bond is requested, add 2% to the total price
- Upon request to Contractor, Contractor shall provide Owner-approved payment applications as basis to calculate unit-price line items that relate to Hi-Lite's work
- Hi-Lite will not be signatory to any Union or sign any PLA for the project. Further Hi-Lite will not be bound to any agreements between any Union and the owner
- This proposal shall remain valid until August 1, 2024. If a purchase order is not issued by that date, Hi-Lite will reserve the right to re-quote this project

Note: This Quote/Proposal is Only Valid in its Entirety And Prices Are Valid Until August 1, 2024. If you need further information please contact: P.J. Mills, VP of Marketing & Business Development - (941) 713-2155, pj.mills@hi-lite.com

We Propose Hereby To Furnish Material and Labor in Accordance with Above Specifications For the Above Sum. Prices May Vary Slightly to Suit your Project's Particular Needs Such as Number of Mobilizations and Traffic Control. Acceptance Of This Proposal Is Only Valid in its Entirety. Note: This Proposal is Valid for 30 Days.

Date: _____ Signature: _____
Christopher J. Miller, President

Acceptance Of Proposal – The Above Prices, Specifications and Conditions Are Satisfactory and Hereby Accepted. You Are Authorized To Do The Work As Specified.

Date: _____ Signature: _____

RESOLUTION NO. RS-2024-

***(Intergovernmental Cooperative Purchase [INTG-24-0146] Pavement Marking
Materials and Services for the Hagerstown Regional Airport)***

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 Hagerstown Regional Airport is requesting to purchase Pavement Marking materials and services required for the following project description: Runway 9/27 rubber removal, marking cleaning, and marking re-stripe with new black outline; removing and replacing taxiway P marking, runway 2/20 markings, and surface painted hold position sign adjustments for the Hagerstown Regional Airport from Hi-Lite Airfield Services, LLC, of Bradenton, Florida for the total sum of \$166,359, and to utilize the use of another jurisdiction’s contract that was awarded by Sourcewell (Contract #110122-HLA).

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 economy 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 Hagerstown Regional Airport is hereby authorized to purchase Pavement Marking materials and services required for the aforementioned projects from Hi-Lite Airfield Services, LLC, of Bradenton, Florida for the total sum of \$166,359, and to utilize another jurisdiction’s contract that was awarded by Sourcewell (Contract #110122-HLA).

Adopted and effective this ____ day of July, 2024.

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: Airport seeks competitive FAA grant under the Bipartisan Infrastructure Law BIL-ATP. Project to provide 4,800sf of east side expansion space in the "landside" portions of the terminal.

PRESENTATION DATE: July 23rd, 2024

PRESENTATION BY: Neil Doran, Airport Director, Andrew Eshleman, Director of Public Works.

RECOMMENDED MOTION(S):

- Move to authorize use of \$180,556.00 in Airport Capitol Improvement Reserve funds for the 5% local match share of this project.
- Move to empower the Airport Director to sign an FAA and MAA grant applications, Maryland State Clearinghouse documents and any other related paperwork associated with the Terminal East Expansion project.
- Move to empower the Airport Director to accept the grant offer(s) related to the Terminal East Expansion project from the Federal Aviation Administration and Maryland Aviation Administration if awarded in the future.

REPORT-IN-BRIEF: This is a resubmission of a requested grant from 2022 and 2023 that HGR was not awarded. Background: New TSA baggage screening equipment requires allocation of two of the four available ticketing offices. One other is used by Allegiant airlines. This terminal expansion project will address capacity constraint with enlarged passenger queuing area along with space for potential new entrant airlines in the form of additional ticket counters, offices and related ground crew equipment storage and support space. Includes replacement of lobby signage and other amenities.

DISCUSSION: Staff recommends approval. With BOCC concurrence, signatures by Mr. Kieffer and Mr. Doran would complete the FAA and MAA documents. Grant submissions are due 07/31/2024.

FISCAL IMPACT:

- FAA 95% share. MAA 2.5% share anticipated but not yet awarded. Local Match 2.5% (Airport Fund). Annual estimate on on-going operating costs: \$20,000. BLD115 Project "Terminal Building Expansion Project" in CIP2024-2033. Annual estimate on on-going operating costs: \$20,000. Will be absorbed by the Airport's Operational Budget.

FAA	\$6,861,111.00 (95%)
Maryland Aviation Admin (State Match)	\$180,556.00 (2.5%)
Airport Capital Reserve Fund/BOCC	\$180,556.00 (2.5%)
Total	\$7,222,223.00

CONCURRENCES: Michelle Gordon, County Administrator; Kelcee Mace, CFO; Andrew Eshleman, Director of Public Works.

ALTERNATIVES: Airport does not apply for available federal funding for improving and expanding capacity at small, non-hub airport terminals. HGR would then continue to lack the ticket counters, offices, ground crew break rooms, equipment storage, and other areas required to realistically accommodate the space needs of new entrant air carriers that may be interested in serving Hagerstown. Can only offer approximately 120 sf of office/storage space currently to interested airlines.

ATTACHMENTS: Drawing of proposed terminal expansion.

AUDIO/VISUAL TO BE USED: N/A.

Competitive BIL Airport Terminal project

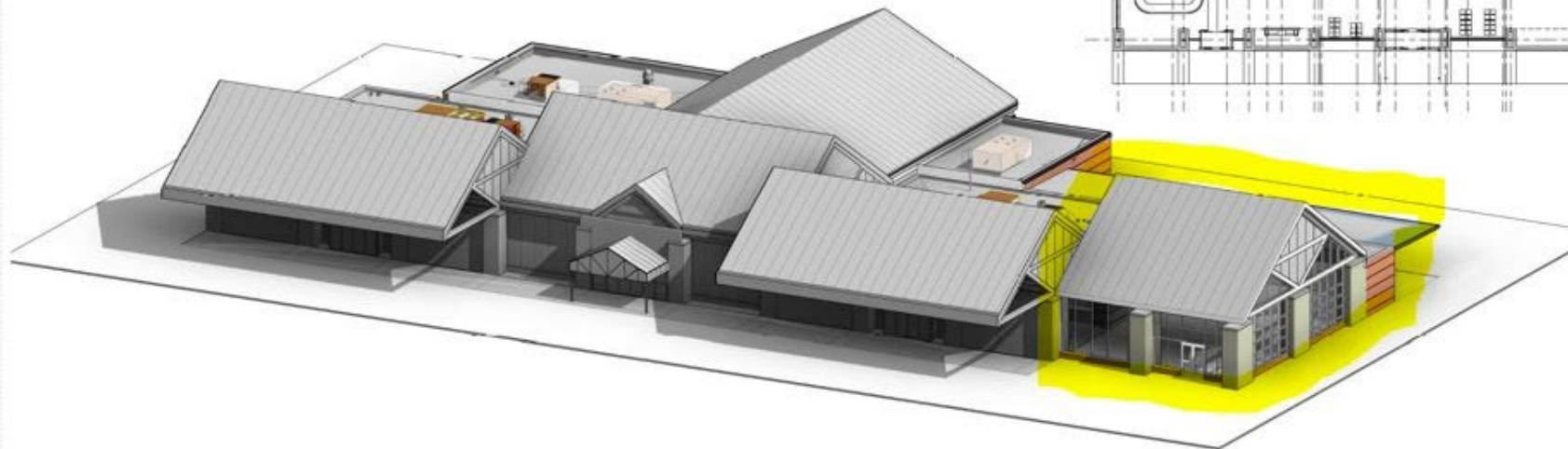


Washington County, MD

HAGERSTOWN REGIONAL AIRPORT

Land-side East Terminal Improvements

4,800 additional square feet for passenger queuing, ticket counters, airline offices, baggage processing, ground support equipment, vehicle storage and related needs. Hope to include modernized landside signage, finishes.





Agenda Report Form

Open Session Item

SUBJECT: Airport seeks competitive FAA grant under the Bipartisan Infrastructure Law BIL-ATP. Project to provide 4,800sf of east side expansion space in the "landside" portions of the terminal.

PRESENTATION DATE: October 10th, 2023

PRESENTATION BY: Neil Doran, Airport Director, Andrew Eshleman, Director of Public Works.

RECOMMENDED MOTION(S):

- Move to authorize use of \$180,556.00 in Airport Capitol Improvement Reserve funds for the 5% local match share of this project.
- Move to empower the Airport Director to sign an FAA and MAA grant applications, Maryland State Clearinghouse documents and any other related paperwork associated with the Terminal East Expansion project.
- Move to empower the Airport Director to accept the grant offer(s) related to the Terminal East Expansion project from the Federal Aviation Administration and Maryland Aviation Administration if awarded in the future.

REPORT-IN-BRIEF: This is a resubmission of a requested grant from 2022 that HGR was not awarded. Background: New TSA baggage screening equipment requires allocation of two of the four available ticketing offices. One other is used by Allegiant airlines. This terminal expansion project will address capacity constraint with enlarged passenger queuing area along with space for potential new entrant airlines in the form of additional ticket counters, offices and related ground crew equipment storage and support space. Includes replacement of lobby signage and other amenities.

DISCUSSION: Staff recommends approval. With BOCC concurrence, signatures by Mr. Downey and Mr. Doran would complete the FAA and MAA documents.

FISCAL IMPACT:

- FAA 95% share. MAA 2.5% share anticipated but not yet awarded. Local Match 2.5% (Airport Fund). Annual estimate on on-going operating costs: \$20,000. BLD115 Project "Terminal Building Expansion Project" in CIP2024-2033. Annual estimate on on-going operating costs: \$20,000. Will be absorbed by the Airport's Operational Budget.

FAA	\$6,861,111.00 (95%)
Maryland Aviation Admin (State Match)	\$180,556.00 (2.5%)
Airport Capital Reserve Fund/BOCC	\$180,556.00 (2.5%)
Total	\$7,222,223.00

CONCURRENCES:

ALTERNATIVES: Airport does not apply for available federal funding for improving and expanding capacity at small, non-hub airport terminals. HGR would then continue to lack the ticket counters, offices, ground crew break rooms, equipment storage, and other areas required to realistically accommodate the space needs of new entrant air carriers that may be interested in serving Hagerstown.

ATTACHMENTS: Drawing of proposed terminal expansion.

AUDIO/VISUAL TO BE USED: N/A.

For Reference Only



Open Session Item

SUBJECT: 2024 Housing Bond Allocation Transfer

PRESENTATION DATE: July 23, 2024

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

RECOMMENDED MOTION: Move to approve the transfer of Washington County's 2024 Housing Bond Allocation in the amount of \$6,807,063.00 to the Community Development Administration for use in issuing housing bonds on behalf of Washington County.

REPORT-IN-BRIEF: Each year the State of Maryland invites local governments to partner in a statewide bond pool for first time homebuyers. The pool allows counties to transfer their housing bond allocation to the State to issue bonds to fund housing programs. Washington County has traditionally used this allocation to participate in the Maryland Mortgage Program (MMP).

DISCUSSION: Washington County has been transferring its housing bond allocation to the Community Development Administration (CDA) annually since at least 2007. Income limits for MMP participants in FY 2024 were between \$124,500 and \$174,300 depending on family size. The MD DHCD reports purchasing activity in Washington County as 64 units in 2021 (\$11,650,118), 64 units in 2022 (\$11,771,075) and 62 units (\$13,794,610) in 2023. Targeted areas in Washington County are within Hagerstown city limits.

FISCAL IMPACT: No cost to Washington County

CONCURRENCES: n/a

ALTERNATIVES: If there is no transfer there will be less money available to make housing loans to Washington County applicants from the Maryland Mortgage Program.

ATTACHMENTS: Letter to MD Department of Housing and Community Development

AUDIO/VISUAL NEEDS: n/a



DEPARTMENT OF PLANNING & ZONING
COMPREHENSIVE PLANNING | LAND PRESERVATION | FOREST CONSERVATION | GIS

July 27, 2024

Kamili Jamal Brown
Single Family Housing
Community Development Administration
Department of Housing & Community Development
7800 Harkins Road, Room 367
Lanham, Maryland, 20706

Dear Mr. Brown:

Pursuant to Sections 13-801 through 13-807 of the Financial Institutions Article of the Maryland Annotated Code, Washington County hereby irrevocably transfers to the Community Development Administration, for use in issuing housing bonds or mortgage credit certificates on behalf of this jurisdiction, 100% of its total \$6,807,063 tax-exempt housing bond allocation as set forth in 2024 allocation of the Maryland State Ceiling made by the Secretary of Commerce pursuant to the Article.

Sincerely,

John F. Barr, Chairperson
Board of County Commissioners of Washington County,
Maryland

Certificate of Counsel

This transfer of a tax-exempt bond allocation is duly authorized and executed and constitutes the valid, binding and irrevocable act of Washington County, Maryland.

Zachary Kieffer, County Attorney
Washington County, Maryland



Open Session Item

SUBJECT: Washington County Historic District Commission – Amendment of Bylaws

PRESENTATION DATE: July 23, 2024

PRESENTATION BY: Aaron R. Weiss, Assistant County Attorney
Meghan Jenkins, Historic District Commission

RECOMMENDED MOTION: Move to amend and restate the Bylaws of the Washington County Historic District Commission.

REPORT-IN-BRIEF: A revision to the Bylaws of the Washington County Historic District Commission was requested by the members of the Historic District Commission.

DISCUSSION: The current Bylaws of the Commission do not clarify that an eighth (8th) member shall sit in an ex officio capacity, and that the ex officio member lacks the power to vote and cannot count towards a quorum. New language has been proposed to Article III Section 1 to clarify the existence and role of the ex officio member. The current Bylaws also do not mention or permit video conferences. New language has been proposed in Article VI Section 5 to allow for regular or special meetings to occur by video conference, provided that inclement weather or other circumstances make meeting in person impractical or unsafe. Article VI Section 5 requires sufficient notice to be provided to the public to allow for participation and observation, and any virtual meeting must be documented in the Minutes of the next regularly scheduled meeting. Article VI Section 5 comports with other commissions and committee bylaws that permit virtual meetings under similar circumstances. Additionally, Article IX clarifies that the Board of County Commissioners has final authority to approve amendments to these Bylaws. Finally, minor grammatical edits and an update to the appropriate Land Use Article section are included in this amendment. Amendments to the Bylaws are in the sole discretion of the Board of County Commissioners.

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ATTACHMENTS: Amended and Restated Bylaws with Track Changes
Amended and Restated Bylaws Clean Draft

HISTORIC DISTRICT COMMISSION
OF WASHINGTON COUNTY

BY-LAWS

ARTICLE I Name of Commission

The name of this organization shall be The Historic District Commission of Washington County, hereinafter referred to as the Commission.

ARTICLE II Authorization

The authorization for the establishment of this organization is set forth in Md Code (2012), § 8-201 of the Land Use Article (“LU”).

ARTICLE III Membership

Section 1 The Commission shall consist of seven (7) members, appointed by the Board of County Commissioners of Washington County. In addition to these seven (7) members, a member of the Board of County Commissioners shall serve as an eighth (8th) member of the Historic District Commission in an ex officio capacity concurrent with that member’s Board of County Commissioners official term. The ex officio member does not count towards a quorum, and the member similarly lacks voting rights.

Section 2 The term of each member shall be three (3) years, or until a successor takes office. The composition of the Commission shall be as specified in Article 20.1 (b) of the Zoning Ordinance.

Section 3 Members may, after a public hearing, be removed by the local legislative body for inefficiency, neglect of duty, or malfeasance in office. Vacancies occurring otherwise than through the expiration of term shall be filled for the unexpired term by the local legislative body.

Section 4 All members of the Commission shall reside in Washington County.

Section 5 Each member of the Commission shall be entitled to one (1) vote.

Section 6 All members shall serve with such compensation as the local legislative body deems appropriate.

ARTICLE IV Officers

Section 1 The Commission shall elect a Chairman and a Vice-Chairman from the appointed members of the Commission and may create and fill such other offices as it deems appropriate.

Section 2 The term of the Chairman shall be for one (1) year, with eligibility for re-election for no more than two (2) additional terms.

Section 3 The Chairman shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary procedure.

Section 4 The Vice-Chairman shall act for the Chairman in his absence.

ARTICLE V Election of Officers

Section 1 At the regular meeting in December of each year, the Commission shall elect from its membership a Chairman and a Vice-Chairman, and these elected persons shall take office at the regular meeting in January.

Section 2 Nominations shall be made from the floor of the annual organizational meeting and election of officers shall immediately follow.

Section 3 A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected and shall serve for one (1) year or until his successor shall take office.

Section 4 Vacancies in office shall be filled by the adopted election procedure at the first regular meeting of the Commission following notification of the vacancy.

ARTICLE VI Meetings

- Section 1 Regular meetings shall be held on the first Wednesday of each month at 7:00 p.m. or at such other time as deemed appropriate by the Commission. In the event of a conflict with holidays or other events, a majority vote shall determine the alternate meeting date.
- Section 2 A quorum shall consist of four (4) members of the Commission. A motion to approve any matter before the Commission, or to recommend approval of any request requiring action by the Board of County Commissioners, shall require affirmative votes of a majority of those present and voting. Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting or may hold the meeting to discuss the matters on the agenda without taking any action on those or other matters. This section shall apply to public hearings as well as to all meetings.
- Section 3 A member shall be disqualified from any matter under consideration by the Commission that may affect that member's personal or financial interest. A member may announce disqualification when an applicant, either directly or through another party, has privately sought to influence that member's action in a matter before the Commission.
- Section 4 Special meetings may be called by the Chairman with concurrence of the majority of the Commission. It shall be the duty of the Chairman to call a special meeting, when requested to do so by a majority of the Commission. The Chairman shall notify all members of the Commission three (3) days in advance of such special meeting. Special meetings shall be held at such times and places as determined by a majority of the members.
- Section 5 Both Regular and Special meetings may occur by video conference, available and accessible to the public and in accordance with the following provisions, herein. Such meetings are permissible where the Chairman deems inclement weather or other circumstances make meeting in person impractical or unsafe. In such circumstances, the Commission must provide sufficient notice to the public that the next-scheduled meeting will occur by video conference, to allow public participation and observation. . If a meeting is held virtually, the contents of such a meeting must be documented in the Minutes of the next regularly scheduled meeting.

Section 6 All meetings or portions of meetings at which official action is taken shall be open to the general public.

Section 7 Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at the meetings of the Commission.

Section 8 Any provision of these rules not governed by State or County law may be temporarily suspended by a favorable two-thirds vote of all members of the Commission, which vote shall be entered in the minutes.

Article VII Order of Business

Section 1 An agenda shall be prepared and shall be approved by the Chairman for all regular meetings. The agenda, along with any supporting documents, shall be sent to all Commission members by no later than the Thursday preceding the regular Wednesday meeting. Agendas for special meetings shall be prepared as deemed necessary by the Commission.

Section 2 The order of business, set forth on the agenda, shall be:

- A. Call to Order
- B. Roll Call
- C. Reading of the Minutes of the previous meetings and action thereof
- D. New Business
- E. Unfinished Business
- F. Other Business
- G. Communications and bills
- H. Reports
- I. Adjournment

Section 3 A motion from the floor must be made and passed in order to dispense with any item on the agenda.

ARTICLE VIII Hearings

Section 1 In addition to those required by law, the Commission may hold public hearings when it finds that they will be in the public interest.

Section 2 Notice of the time and place of such hearings on matters of general public interest shall be published once a week for two consecutive weeks in at least one newspaper of general circulation in Washington County, but not earlier than three weeks prior to the hearing. For matters of limited public interest, notice shall be given in such manner as deemed appropriate by the Commission.

Section 3 The matter before the Commission shall be presented in summary by a member of the staff and parties of interest shall have the right to be heard.

Section 4 A record shall be kept of those speaking before the Commission at such hearings and a transcript or recording of all comments shall be made.

ARTICLE IX Amendments

Proposed amendments to these bylaws may be made by a majority vote of the entire membership of the Commission provided such amendments are proposed at a prior meeting and made available to all Commission members, in writing, at least three days prior to the meeting at which it is to be considered. Final approval of amendments to these bylaws requires resolution from the Board of County Commissioners.

ARTICLE X Recordation

A copy of these By-laws and any amendments thereto shall be filed in the Office of the Clerk of the Circuit Court for Washington County within ten (10) days following the date of adoption.

ARTICLE XI Repealing Clause

All previously adopted By-laws and all amendments thereto are, upon adoption of these By-laws, repealed.

Restated with amendments, this _____ day of July 2024

ATTEST:

Dawn L. Marcus, *County Clerk*

John F. Barr, *President*
Board of County Commissioners of
Washington County, Maryland

HISTORIC DISTRICT COMMISSION
OF WASHINGTON COUNTY

BY-LAWS

ARTICLE I Name of Commission

The name of this organization shall be The Historic District Commission of Washington County, hereinafter referred to as the Commission.

ARTICLE II Authorization

The authorization for the establishment of this organization is set forth in Md Code (2012), § 8-201 of the Land Use Article (“LU”).

ARTICLE III Membership

Section 1 The Commission shall consist of seven (7) members, appointed by the Board of County Commissioners of Washington County. In addition to these seven (7) members, a member of the Board of County Commissioners shall serve as an eighth (8th) member of the Historic District Commission in an ex officio capacity concurrent with that member’s Board of County Commissioners official term. The ex officio member does not count towards a quorum, and the member similarly lacks voting rights.

Section 2 The term of each member shall be three (3) years, or until a successor takes office. The composition of the Commission shall be as specified in Article 20.1 (b) of the Zoning Ordinance.

Section 3 Members may, after a public hearing, be removed by the local legislative body for inefficiency, neglect of duty, or malfeasance in office. Vacancies occurring otherwise than through the expiration of term shall be filled for the unexpired term by the local legislative body.

Section 4 All members of the Commission shall reside in Washington County.

Section 5 Each member of the Commission shall be entitled to one (1) vote.

Section 6 All members shall serve with such compensation as the local legislative body deems appropriate.

ARTICLE IV Officers

Section 1 The Commission shall elect a Chairman and a Vice-Chairman from the appointed members of the Commission and may create and fill such other offices as it deems appropriate.

Section 2 The term of the Chairman shall be for one (1) year, with eligibility for re-election for no more than two (2) additional terms.

Section 3 The Chairman shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary procedure.

Section 4 The Vice-Chairman shall act for the Chairman in his absence.

ARTICLE V Election of Officers

Section 1 At the regular meeting in December of each year, the Commission shall elect from its membership a Chairman and a Vice-Chairman, and these elected persons shall take office at the regular meeting in January.

Section 2 Nominations shall be made from the floor of the annual organizational meeting and election of officers shall immediately follow.

Section 3 A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected and shall serve for one (1) year or until his successor shall take office.

Section 4 Vacancies in office shall be filled by the adopted election procedure at the first regular meeting of the Commission following notification of the vacancy.

ARTICLE VI Meetings

- Section 1 Regular meetings shall be held on the first Wednesday of each month at 7:00 p.m. or at such other time as deemed appropriate by the Commission. In the event of a conflict with holidays or other events, a majority vote shall determine the alternate meeting date.
- Section 2 A quorum shall consist of four (4) members of the Commission. A motion to approve any matter before the Commission, or to recommend approval of any request requiring action by the Board of County Commissioners, shall require affirmative votes of a majority of those present and voting. Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting or may hold the meeting to discuss the matters on the agenda without taking any action on those or other matters. This section shall apply to public hearings as well as to all meetings.
- Section 3 A member shall be disqualified from any matter under consideration by the Commission that may affect that member's personal or financial interest. A member may announce disqualification when an applicant, either directly or through another party, has privately sought to influence that member's action in a matter before the Commission.
- Section 4 Special meetings may be called by the Chairman with concurrence of the majority of the Commission. It shall be the duty of the Chairman to call a special meeting, when requested to do so by a majority of the Commission. The Chairman shall notify all members of the Commission three (3) days in advance of such special meeting. Special meetings shall be held at such times and places as determined by a majority of the members.
- Section 5 Both Regular and Special meetings may occur by video conference, available and accessible to the public and in accordance with the following provisions, herein. Such meetings are permissible where the Chairman deems inclement weather or other circumstances make meeting in person impractical or unsafe. In such circumstances, the Commission must provide sufficient notice to the public that the next-scheduled meeting will occur by video conference, to allow public participation and observation. If

a meeting is held virtually, the contents of such a meeting must be documented in the Minutes of the next regularly scheduled meeting.

Section 6 All meetings or portions of meetings at which official action is taken shall be open to the general public.

Section 7 Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at the meetings of the Commission.

Section 8 Any provision of these rules not governed by State or County law may be temporarily suspended by a favorable two-thirds vote of all members of the Commission, which vote shall be entered in the minutes.

Article VII Order of Business

Section 1 An agenda shall be prepared and shall be approved by the Chairman for all regular meetings. The agenda, along with any supporting documents, shall be sent to all Commission members by no later than the Thursday preceding the regular Wednesday meeting. Agendas for special meetings shall be prepared as deemed necessary by the Commission.

Section 2 The order of business, set forth on the agenda, shall be:

- A. Call to Order
- B. Roll Call
- C. Reading of the Minutes of the previous meetings and action thereof
- D. New Business
- E. Unfinished Business
- F. Other Business
- G. Communications and bills
- H. Reports
- I. Adjournment

Section 3 A motion from the floor must be made and passed in order to dispense with any item on the agenda.

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