

BOARD OF GARRETT COUNTY COMMISSIONERS
PUBLIC MEETING
April 16, 2019

IN ATTENDANCE

Chairman Paul C. Edwards
Commissioner James C. Hinebaugh, Jr.
Commissioner S. Larry Tichnell

County Administrator Kevin G. Null

ADMINISTRATIVE SESSION

The Administrative Session was opened at 3:05 P.M.

1. Board Reappointment – Garrett County Planning Commission

The Board of County Commissioners, on a motion by Commissioner Hinebaugh, which was seconded by Commissioner Tichnell, and made unanimous by Chairman Edwards, reappointed Elizabeth Georg for a five (5) year term.

An official letter will be sent to Ms. under the signature of Chairman Edwards outlining the terms of appointment

2. Discussion of Community Public Meeting Schedule. The Board of County Commissioners will hold its Public Meetings in various municipalities and communities during the summer months. The schedule will be published once finalized.
3. Michael Hough, Director, Garrett County Department of Economic Development provided an update on the expansion plans of a Grantsville business.
4. Reviewed the Fiscal Year 2020 Garrett County Government Budget schedule.
5. Mr. Null reviewed a number of administrative, non-privileged personnel, and managerial matters under his authority and jurisdiction with the Board of County Commissioners.

The Administrative Session was closed at 3:55 p.m.

CALL TO ORDER OF PUBLIC SESSION at 4:00 PM

PRAYER & PLEDGE OF ALLEGIANCE - Invocation by Pastor Barbra Rexroad

PUBLIC SESSION

EXECUTIVE SESSION

Chairman Edwards announced that the Board of County Commissioners met in Executive Session under General Provisions Article 3-305(b) of the Maryland Open Meetings Law on April 8, 2019 at 11:30 AM to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or

officials whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals . The meeting adjourned at 11:50 AM.

1. Mr. Null indicated there was one (1) addition and no deletions to the Public Meeting Agenda - National Day or Prayer Proclamation. The Board of County Commissioners, on a motion by Commissioner Hinebaugh, which was seconded by Commissioner Tichnell, and made unanimous by Chairman Edwards, approved the amended Public Meeting Agenda for April 16, 2019.
2. The Board of County Commissioners, on a motion by Commissioner Tichnell, which was seconded by Commissioner Hinebaugh, and made unanimous by Chairman Edwards, approved the Public Meeting Minutes of April 1, 2019 and Executive Minutes of April 8, 2019.
3. Proclamations:
 - ❖ 2019 Maryland State Tree Farmers of the Year – William & Tina Buckel. The Board of County Commissioners presented the Buckel's with a certificate in honor of this recognition.
 - ❖ National Day of Prayer – May 2, 2019. The Board of County Commissioners presented the Proclamation to Pastor Rexroad, Pastor Kroll, and Pastor Egtvedt.
4. **Appalachian Regional Commission Applicants (ARC) – Garrett County Department of Economic Development** - Applicants for ARC funded projects made presentations to the Board of County Commissioners.

The following Two (2) projects were presented for the Appalachian Regional Commission Fiscal Year 2020 Project Requests:

- Garrett County Lighthouse
- Garrett College

*Project descriptions are attached

5. **Agricultural Land Preservation Districts**

PUBLIC HEARING: Garrett County Agricultural Land Preservation District Applications. Upon the recommendation from the Garrett County Agricultural Land Advisory Board and the Garrett County Planning Commission, the Board of Garrett County Commissioners conducted a Public Hearing to review the following applicants who requested that their land be established as a Garrett County Agricultural Preservation District.

Applicants:

Dennis & Eileen Buckel (383.39 Acres)
Clarence Bender (117.12 Acres)
DCL 5 Properties, LLC (227.56 Acres)
Randal & Lillian Beitzel (143.7 Acres)
Timothy Wells (120 Acres)
John & Erica Hayhurst (51.69 Acres)
Michael Steyer – 2 Properties (251.1 Acres & 68.6 Acres)

Commissioner Tichnell questioned if he should recuse himself due to the fact that a number of the applicants are neighbors. The Board agreed that it was not necessary to recuse himself.

The Board of County Commissioners, on a motion by Commissioner Hinebaugh, which was seconded by Commissioner Tichnell, and made unanimous by Chairman Edwards, approved each request. The Garrett County Department of Planning & Land Management will finalize each application and ensure

the recording of the Garrett County Agricultural Land Preservation District Agreements for each individual.

6. ROAD NAME RESOLUTION

Garrett County Department of Planning & Land Management - JB Churchill, GIS Specialist, requested approval of names for three new roads: Road Name Resolution - Resolution RN19-1

- Eagle Ridge Road – New Subdivision – Eagles Trace on Stockyard Road
- Eagle Trace Road – New Subdivision – Eagles Trace on Stockyard Road
- Liberty Hill – Community Action Committee, Inc. Housing Project

The Board of County Commissioners, on a motion by Commissioner Tichnell, which was seconded by Commissioner Hinebaugh, and made unanimous by Chairman Edwards, adopted Resolution RN 17-1.

7. Public Commentary:

- ❖ The State of Maryland Department of Assessments & Taxation notified the County that the constant yield would be lower than our current tax rate of \$.9899 so if we keep our rate the same or higher than the constant yield tax rate of \$.9888 then a constant yield hearing will be required. The County will hold its constant yield public hearing on the same date as the budget presentation on May 21, 2019 at Garrett College.
- ❖ Announcement: Garrett County Government Fiscal Year 2020 Budget Update will be given at the May 6, 2019 Public Meeting.

8. The Board of Garrett County Commissioners announced that the next Public Meeting will be held on Monday, May 6, 2019 at 4:00 p.m. at the Garrett County Courthouse.

ADJOURNMENT: The Board of County Commissioners, on a motion by Commissioner Hinebaugh, which was seconded by Commissioner Tichnell, and made unanimous by Chairman Edwards, adjourned the Public Meeting at 4:33 P.M. and began the Fiscal Year 2020 Budget Presentations

- ❖ Garrett County Health Department
- ❖ Garrett County Department of Public Works – Roads Division
- ❖ Garrett County Department of Emergency Services
- ❖ Garrett County Department of Public Works – Utilities Division
- ❖ Garrett County Department of Solid Waste & Recycling

ADJOURNMENT: The Board of County Commissioners adjourned the Budget Presentations at 5:52 p.m.

Attest:

By Order of the Board,

KEVIN G. NULL
County Administrator

PAUL C. EDWARDS, Chairman
Board of County Commissioners

ARC Preliminary Project Form

Project Name:

Applicant: **County:**

Contact Person:

Email Address: **Phone:**

Project Description:

Open Education Resources (OER) are free and open licensed educational materials that can be used for teaching, learning, research and related purposes (Creative Commons). Items that are considered OER materials are those that can be used and reused without charge, for example: full courses, course materials, modules, textbooks, streaming videos, tests, software, and many other tools.

While the OER conversion can dramatically reduce, or in some cases completely eliminate student costs for textbooks and other materials, faculty have to expend a considerable amount of time outside of their regular hours, to convert their courses to OER. Many of the support materials that faculty receive from textbook publishers (test banks, assessment plans, auxiliary materials) must be produced by faculty members themselves when they convert to OER. Most educational institutions are finding that OER conversions can only be brought to scale by incentivizing the process.

The Garrett College administration has set a goal of having at least three academic programs (with courses included in the Garrett County Public Schools' Dual-Enrollment Program) and approximately 35 additional courses converted to OER by the end of Fiscal Year 2021. Under this program, Garrett College expects this conversion to require \$59,000 over FY20 and FY21 to accomplish the transformation. The college is seeking a funding partnership between Garrett College and the Appalachian Regional Commission, with ARC providing 50 percent and GC committed funds providing the 50 percent local match.

The addition of open educational resources can increase student accessibility for courses at Garrett College. Garrett County Public School System high school students participating in the Dual-Enrollment Program with Garrett College will also benefit from low or no cost textbooks for their college courses along with the Garrett County Commissioners' Scholarship. This OER Initiative meets the ARC Investment Goal for a ready workforce by providing increased educational opportunities and success through textbook savings. It also increases access for Appalachian high school students in postsecondary education by reducing or removing textbook costs, meeting State Objective 2.4. State Strategy 2.4.2 would be met for all college students for increased postsecondary access and success by reducing these college costs.

ARC Investment Goal:

State Objective:

State Strategy

**Proposed Basic Agency
(Construction Projects
Only):**

**Proposed Funding
Sources and Amounts:**

ARC Preliminary Project Form

Project Name:

Applicant: **County:**

Contact Person:

Email Address: **Phone:**

Project Description:

Over the last two years, the Appalachian Regional Commission has made a significant positive impact on Garrett College by providing funding for the College's technology infrastructure. ARC's matching funding for a 3-D dissection table provided a state-of-the-art education tool that no other Maryland college had at the time. In addition, matching funding of two bundled technology infrastructure projects allowed the College to move forward with much-needed IT infrastructure updates.

I would like to ask ARC to consider a third bundled technology infrastructure project for matching funding. This project would continue the College's efforts to implement technology refresh that has been greatly needed and which the GC administration is forcefully addressing. The college is requesting \$49,900 as an ARC match to College funding for the following IT infrastructure needs, broken out into component pieces. The component pieces are listed by the order of importance based on how directly they impact student access to technology critical to student success.

Project Explanation Cost IT Priorities

1. Classroom Computers: Replace 29 student computers and 1 instructor computer. Due to the age of the computers, laptop batteries can no longer hold chargers and funding is necessary for the college to efficiently carry on its academic programs. \$36,000
2. Cisco Voice Router 2 routers to be used for VOIP connections for voice. The routers control all telephone traffic in and out of the college. \$10,000
3. Administrative Laptops and Docking Stations 10 laptops and docks as replacements for use in offices running outdated machines with batteries that will not hold charges. \$12,500
4. Dell Server Replacement Current servers at 5 years old and at end of life. This purchase will allow the College to proactively maintain the server infrastructure. \$24,000
5. Security Access Control Software This software is used to control door locks across campus. The upgrade will provide security with remote access to the doors via cell phone. In the event of an emergency, security could lock down the campus via cell phone. \$10,000
6. Press Box Sound System The current system, needed by the baseball and softball programs, is unusable and in need of replacement. \$7,300

ARC Investment Goal:

State Objective:

State Strategy

Proposed Basic Agency (Construction Projects Only):

Proposed Funding Sources and Amounts:

ARC Preliminary Project Form

Project Name:

Applicant: **County:**

Contact Person:

Email Address: **Phone:**

Project Description:

Chautauqua Park West is workforce housing initiative that will create and sustain affordable rental housing for 77 families in the municipalities of Loch Lynn Heights, Mountain Lake Park and Oakland. It will provide a mix of income restricted and unrestricted units.

Funding derived from this application will enable GCCAC to acquire land and property for the project. Acquisition and rehabilitation of the 56 town homes in Mountain Lake Park and Loch Lynn preserve and improve the units as well as keep in place the USDA rental assistance contracts tied to these developments.

This PPD requests \$183,000 in ARC funds; GCCAC anticipates requesting the same amount in each of the next two years. GCCAC has previously received Zoning approvals from Loch Lynn for a variance and a planned residential development (PRD) from Oakland and is in the process of having these renewed. The Mountain Lake Park property does not require any new permitting. The planned construction start is April of 2019.

Chautauqua Park specifically supports ARC and Maryland strategic objectives. It also directly supports the Garrett County Strategic Economic Development Plan's vision and goal as well as the Sustainable Communities Revitalization plans housing objectives of each of the three incorporated communities of Loch Lynn, Mountain Lake Park and Oakland. Garrett County employers and economic development officials have repeatedly identified the lack of affordable decent rental housing as a significant barrier to recruiting and keeping employees.

Chautauqua will result in the preservation and new construction of decent affordable workforce housing over the next two years with an expected 40 year life. Upon completion, 56 units in Loch Lynn and Mountain Lake Park will be substantially rehabilitated and 21 new rental homes built in Oakland. The new residences are a mix of income restricted (60% of AMI) and unrestricted (market rate) apartments and town homes.

ARC Investment Goal:

State Objective:

State Strategy

**Proposed Basic Agency
(Construction Projects
Only):**

**Proposed Funding
Sources and Amounts:**

USDA	\$2,661,000
CDBG	\$ 800,000
ARC	\$ 183,000
TOTAL	\$3,644,000

ARC Preliminary Project Form

Project Name:

Applicant: **County:**

Contact Person:

Email Address: **Phone:**

Project Description:

The Project of adding an Electronic Health Record (EHR) to the functionality of the Garrett County Lighthouse, Inc. will allow the agencies workforce to have many of the different pieces of information at their finger tips quickly. The ability for the information to get shared quickly allows the organization to work more efficiently with the ever-changing back drop of the Behavioral Health Services landscape. The information readily available consists of but are not limited to contact information, information about visits to both mental health and physical health providers. It would allow the communication of important information such as allergies, emergency contacts, or even lists of medications. Other information such as insurance information, family history, Immunization shots, or other records will be available if known. There are many benefits to using an HER in today's society, especially, in the behavioral health services field. EHRs allow the ability for many of the direct support staff to become more mobile with the individuals they serve. This allows the services to get rendered in the community setting providing natural supports for the individuals to build and expand. They also allow the ability to automatically share and update information among different offices and organizations. The retrieval and storage of information becomes more efficient. There comes an ability to aggregate patient data for population health management and quality of care programs. It can help with reducing the redundancy of services provided helping to keep the healthcare cost lower along with longer term potential for medical system cost reduction. Overall it will also allow the easier standardization of services and patient care.

ARC Investment Goal:

State Objective:

State Strategy

Proposed Basic Agency (Construction Projects Only):

Proposed Funding Sources and Amounts:

ARC Preliminary Project Form

Project Name: Springs Road Grantsville Development - Utilities

Applicant: Board of County Commissioners **County:** Garrett

Contact Person: Cindy Sharon

Email Address: csharon@garrettcountry.org **Phone:** 301-344-1990

Project Description:

The "Springs Road Grantsville Development - Utilities" project implements an initiative to attract businesses, jobs, and workers and to increase access to critical infrastructure in a targeted Sustainable Community and Opportunity Zone , further stimulating investment and economic growth. This project will (a) provide source water to serve businesses and residents, (b) install sewer system to serve business and residents; and (c) secure additional engineering services.

Garrett Ventures, Inc., an affiliate of Garrett County Community Action Committee, Inc., and owner of 8.65 acres (Parcel 386) adjacent to Springs Road, commits to selling its acreage for Town Center development, already having been contacted by a builder to purchase a lot to construct market rate rental housing. Supporting an application is a rental analysis; letters of support with outcomes; an estimate documenting construction outputs, maps depicting this project site in designated targeted areas; and excerpts of multiple strategic plans aligning, or specifically referencing, this Springs Road development.

Implementing the Town of Grantsville's Sustainable Communities planning initiatives will enhance and maintain job creation, economic growth, and workforce housing with the potential for amplified returns resulting from its recent designation for an Opportunity Zone. This area on Springs Road, Grantsville, Maryland, is designated as "Town Center," and located just off of the National Road and adjacent Interstate 68, a prime area for regional growth.

ARC Investment Goal: ARC Investment Goal 1: Economic Opportunities-Invest in entrepreneurial and business development s

State Objective: State Objective 1.3: Carry on a comprehensive economic development planning effort for the region

State Strategy State Strategy 1.3.2: Implement Sustainable Communities planning initiatives in order to enhance and r

Proposed Basic Agency (Construction Projects Only): Maryland Department Housing & Community Development

Proposed Funding Sources and Amounts:
ARC AD: \$ 197,500
Local/State:\$ 197,500
TOTAL: \$ 395,000 (\$146K water; \$214K sewer; and \$35k engineering (@10%)

ARC Preliminary Project Form

Project Name:	Keyser's Ridge Business Park - Waste Water Treatment Plant - Phase 2		
Applicant:	Board of County Commissioners	County:	Garrett
Contact Person:	Cindy Sharon		
Email Address:	csharon@garrettcounty.org	Phone:	301-344-1990

Project Description:

With a purpose to create jobs, the Board of County Commissioners of Garrett County, Maryland must complete the necessary infrastructure at its Keyser's Ridge Business Park, located on National Pike in Grantsville, just off Exit 14 of Interstate 68. Urgent is the construction of a waste water sewage treatment plant (WWTP) for the Keyser's Ridge area to serve both existing businesses and residents, as new businesses locating within the Keyser's Ridge Business Park. Currently, residents are utilizing septic systems and businesses are receiving waste water services from a private entity, Bruceton Farm Service (BFS), that may no longer provide these services, with the need for the County to provide these services. The Maryland Department of Environment (MDE) issued a complaint and consent order to the Bruceton Farm Service waste water treatment plant located at 4168 National Pike Road, Grantsville, and determined that there was failure to comply with permit discharge limits for contaminants, to include Ammonia-Nitrogen, to an unnamed tributary of Puzzley Run, a Tier II high quality stream. Penalty fees were remitted to MDE for violations of its renewal permit. Due to the antiquated Bruceton Farm Service waste water treatment plant, the Board of County Commissioners of Garrett County, Maryland is proposing to secure additional funding to construct a 50,000 Gallons Per Day (GPD) WWTP to terminate discharge from the private BFS Plant.

Having recently achieved 100% final design, the final cost estimate exceeds funding secured. This project will meet the gap in funding to award a construction contract, requiring 286 days for completion of the project, with no opportunity to amend EDA's project completion date in the fall of 2020, when \$1,775,000 in secured funding expires, amplifying the need to expedite funding to commence construction and complete this urgent project.

This project is specifically referenced and aligns with multiple strategic plans.

ARC Investment Goal:	ARC Investment Goal 1: Economic Opportunities-Invest in entrepreneurial and business development s
State Objective:	State Objective 1.7: Increase the number of marketable industrial sites within all three counties includin
State Strategy	State Strategy 1.7.1: Provide the basic infrastructure to new industrial sites and rehabilitate vacant indu
Proposed Basic Agency (Construction Projects Only):	Maryland State Highway Administration (MSHA)
Proposed Funding Sources and Amounts:	ARC AD: \$ 380,500 EDA: \$ 535,000 LOCAL STATE: \$ 310,611 TOTAL: \$ 1,226,111